



IOM International Organization for Migration

## Call for CVs GR 17/38 Maintenance Worker

Position Title : **Maintenance Worker**

Duty Station : **Athens**

Classification : **Ungraded position, attractive remuneration package**

Type of Appointment : **Special short term contract with possibility of extension**

Estimated Start Date : **As soon as possible**

Closing Date : **21<sup>st</sup> August, 2017**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. The International Organization for Migration (IOM) is committed to the principle that humane and orderly migration benefits migrants and society. As the leading international organization for migration, IOM acts with its partners in the international community to: assist in meeting the growing operational challenges of migration management; advance understanding of migration issues; encourage social and economic development through migration, and; uphold the human dignity and well-being of migrants.

In Greece, IOM is focusing on responding to the Mediterranean migrant's crisis, in support of the Greek Government and in cooperation with all other agencies involved. IOM currently implements interventions within the areas of emergency, preparedness and response, disaster risk reduction, livelihoods, healthcare and psychosocial assistance, assisted voluntary return of migrants, migration and development, resettlement and repatriation, family reunification, counter human trafficking, assistance to vulnerable migrants.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

### **Context:**

Under the overall supervision of the Resource Management Officer (RMO) and guidance of the Common Services Assistant the successful incumbent will have to undertake the following duties and responsibilities.

### **Core Functions / Responsibilities:**

1. Perform minor fixes within the building facilities such hydraulics, electrical and / carpenters works;
2. Perform checks in the control panels and electrical wiring and be able to identify any potential damages;
3. Repair any damages in relation to hydraulics;
4. Repair any minor damages in the offices wooden surfaces and/or walls;
5. Have knowledge and be able to install appliances and equipment;
6. Perform basic maintenance tasks such as replacing light bulbs etc.;
7. Check and identify potential troubleshooting to equipment and systems (e.g. ventilation);
8. Check functionality of safety systems (e.g. fire alarm);
9. Collaborate with workers and other professionals during renovations;
10. Report to the common services assistant any issues that he/she may identify;
11. Perform any other duties as may be assigned.

## ***Required Qualifications and Experience***

### **Education**

- High School graduate with more than five years of relevant professional experience; degree from a technical college in a related field would be considered as an advantage.

### **Experience**

- Previous related experience and solid technical knowledge in plumbing and electrical systems;
- Possess manual skills;
- Experience using hand and electrical tools;
- Experience working in international organizations, non-government or government institutions/organization in a multi cultural setting is an advantage;
- Demonstrated ability to work well under pressure and to keep deadlines;
- Knowledge of Microsoft Office environment.

### **Languages**

Fluency in **English** and **Greek** is required.

## ***Required Competencies***

### **Behavioural**

- Accountability – accepts and gives constructive criticism;
- Client Orientation – identifies the immediate and peripheral clients of own work;
- Continuous Learning – demonstrates interest in improving relevant skills;
- Creativity and Initiative – proactively develops new ways to solve problems;
- Leadership and Negotiation – provides constructive feedback to colleagues;
- Communication – listens and communicates clearly, adapting delivery to the audience;
- Planning and Organizing – sets clear and achievable goals consistent with agreed priorities for self and others;
- Professionalism – Works effectively with people from different cultures by adapting to the relevant cultural contexts;
- Teamwork – contributes to a collegial team environment; works effectively with people from different cultures by adapting to relevant cultural contexts;
- Technological Awareness - proactively identifies and advocates for cost-efficient technology solutions.

### **Technical**

- Previous related experience and solid technical knowledge in plumbing and electrical systems.

### ***Advantageous***

- Background working with refugees or migrants will be a distinct advantage.

### ***Other***

1. Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

### ***How to apply:***

Interested candidates are invited to submit their applications (CV and Cover Letter) in **English**, to [iomathenscvhr@iom.int](mailto:iomathenscvhr@iom.int) email address, quoting the vacancy notice number **CFCV GR 17/38 by 21<sup>st</sup> August 2017** at the latest, referring to this advertisement. Only shortlisted candidates will be contacted.

### ***Posting period:***

From 07.08.2017 to 21.08.2017