



IOM International Organization for Migration

Call for CVs GR 18/44 Bus Escorts

Position Title : **Bus Escorts**

Duty Station : Attica (including Athens, Elefsina, Malakasa,) Serres, Drama, Kavala, Thessaloniki, Pieria, Ioannina
(including Filippiada, Doliana and Konitsa) Kilkis, Veroia, Larisa, Andravida, Fthiotida, Volos, Evia (Chalkida) ,Voiotia (including Ritsona, Oinofyta and Thiva)

Classification : **Ungraded position**
Type of Appointment : **Special short term contract with possibility of extension**
Estimated Start Date : **As soon as possible**

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. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants. IOM is committed to a diverse and inclusive environment.

IOM works to help ensure the orderly and humane management of migration, to promote international cooperation on migration issues, to assist in the search for practical solutions to migration problems and to provide humanitarian assistance to migrants in need, including refugees and internally displaced people. In the terms of the "Multi-sectoral assistance to and protection of migrants and refugees stranded in Greece" project, funded by DG ECHO, IOM Greece will proceed with the necessary procedures for the effective and safe transportation of children refugees from the refugee camps to the allocated school and vice versa, in order to promote and protect children's right to Education.

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:

In the framework of the emergency situation regarding the migrants, asylum seekers and refugees across Greece, IOM Athens is establishing a pool of candidates interested to join the organisation as soon as possible.

Core Functions / Responsibilities:

1. Maintain regular communication and close cooperation with Project Team in order to implement project in specified area/region.
2. Cooperates closely with the Coordinators for the Refugees' Education (CoREds) and other relevant to the project site management staff.
3. Collaborates with Bus staff.
4. Receives children from the CoREd, when at camp, and from teachers, when at school. Accordingly, delivers children to CoREd, teachers, or other designated contact persons.
5. Confirms children' presence and attendance through the name list and accompanying them to the respected bus.
6. Responsible for the safe boarding of children to the allocated school bus.
7. Responsible for the safe transportation of children from refugee camp to school and vice versa, following all necessary safety measures. Assisting children while in the bus, making sure all children are properly seated, with their seat belt fasten and advising the driver to depart, only after all precautions have been taken care of.
8. Responsible for the children's safeguarding throughout their transportation. Checking that children remain seated and are properly fastened at all times, while in the bus, and secure street passage when on foot.

9. Intervenes, in case of conflict between the children during transportation, in order to maintain a calm and safe environment inside the bus.
10. Assisting children getting off the bus and guiding them to enter the school.
11. After classes end, they guide the children back to the bus and accompany them to the camp following the pickup procedure and the above mentioned safety measures.
12. Ensuring that the daily attendance sheet, provided by the CoREd, is maintained throughout the transportation, is available for copying to the Headmaster of the school and finally returned to the CoREd at the end of the day.
13. Continuously monitors and evaluates the project elements, while identifies solutions to possible challenges faced during the implementation of the project.
14. Perform other duties as they might be assigned.

Required Qualifications and Experience

Education and Experience

- Bachelor's degree (or equivalent or higher) in Education or a related field from an accredited academic institution; or
- High school degree/certificate with one year of relevant professional experience.

Languages

Fluency in **English** and **Greek** is required. Knowledge of Arabic and/or Farsi would be an advantage.

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

- Computer Literate;
- Works Effectively with local authorities, stakeholders, beneficiaries and the broader community.

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 email address, quoting the vacancy notice number **CFCV GR 18/44**, referring to this advertisement. Only shortlisted candidates will be contacted.

Posting period:

From 04.09.2018