



IOM International Organization for Migration

## Call for CVs GR 18/28 Legal Assistants

Position Title : **Legal Assistants**  
Duty Station : **Various Locations across Greece**  
Classification : **Ungraded position, attractive remuneration package**  
Type of Appointment : **Special short-term contract with possibility of extension**

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:**

In the context of the emergency situation related to the migrants across Greece, IOM Athens is establishing a pool of candidates interested to join the organisation.

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

Reporting directly to the Project Coordinator the incumbent will have to provide general counselling and support. He/she will work closely with the Project Coordinator in line with the project.

- Conducts initial assessment of needs and background information;
- Sets an individual assistance plan, provides information and advice regarding, asylum procedures including family reunification, welfare rights, housing, access to health care services and education, etc;
- Provides support in filling in all the forms for requesting a residence/work permit in Greece and/or any other legal documents for the minors' case i.e. travel documents;
- Conducts research and provides counselling, inter alia, on legal and contractual issues and ensure that IOM's activities are implemented in accordance with the IOM Constitution and other relevant provisions;
- Provides to the teams operating within the camps/shelters with necessary legal information for beneficiaries' best interest;
- Maintains close communication and collaboration with authorities in relation to the beneficiaries' wellbeing;
- Travels if it is required for supporting minors in legal procedure;
- Performs such other duties that may be assigned.

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

### **Education**

- Completed university degree or higher degree from an accredited academic institution in Law with 3 years of relevant working experience in a similar role;

### **Experience**

- Previous experience in providing counselling to unaccompanied minors or/and migrant populations is an advantage;
- Awareness of refugees and migrants' issues;
- Excellent communication and negotiation skills, personal commitment, efficiency and flexibility;
- Ability to work with minimal supervision and difficult conditions;
- Good level of computer literacy.

### **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**

- Effectively applies knowledge of legal issues within organizational context;
- Correctly frames legal issues within their regional, global, and political context;
- Effectively provides sound and clear legal advice using knowledge of IOM mandate, international and regional legal frameworks, and other relevant laws and jurisprudence.

### ***Advantageous***

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

### ***Other***

1. The position is subject to funding confirmation.
2. 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 18/28**, referring to this advertisement. Only shortlisted candidates will be contacted.