



## Call for CVs GR 18/30 Facility Coordinators

Position Title : **Facility Coordinators**  
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 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:**

Under the overall supervision of the Chief of Mission, and the direct supervision of the Program Manager, the successful candidate will have the following responsibilities:

- Coordinate on daily basis the activities and services provided within the camps;
- Represents IOM at the camp level and in this capacity, liaises with the migrants' representatives, the local authorities, NGOs / IOs present and/or active in the camp, local hosting community;
- Acts as general point of contact in all matters pertinent to the IOMs intervention in the Mediterranean Migration Crisis;
- Ensure compliance and align with the Mission's policies and procedures;
- Regularly update and develop reports regarding field activities in a timely as requested and professional manner;
- Perform such other duties that may be assigned.

### **Required Qualifications and Experience**

#### **Education**

- University degree from an accredited academic institution, preferably a Master degree, with one year of relevant working experience; or high school diploma with three years of relevant working experience.

#### **Experience**

- Strong organizational, facilitation, communication, writing and presentations skills;
- Familiar with direct assistance to migrants and/or refugees;

- Experience in working in a multi-cultural environment;
- Proficient use of commonly used IT equipment and the appropriate software solutions.
- At least four years of previous relevant work experience;
- Experience in an international environment;
- Computer literacy in standard software applications (MS Office, etc)

#### **Languages**

- Proficiency in English, and Greek. Knowledge of Arabic, Farsi, Dari, Kurmanji or Sorani would be considered as an asset

#### **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 – convinces others to share resources
- Communication – listens and communicates clearly, adapting delivery to the audience
- Performance management – provide constructive feedback to colleagues
- 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**

- Delivers on set objectives in hardship situations
- Effectively coordinates actions with other implementing partners
- Works effectively with local authorities, stakeholders, beneficiaries and the broader community to advance country office or regional objectives

##### **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 18/30**, referring to this advertisement. Only shortlisted candidates will be contacted.