



IOM International Organization for Migration

## Call for CVs GR 18/31 Program Assistants

Position Title : **Program Assistants**

Duty Station : **Various Locations across Greece**

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

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

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, relocation, family reunification, counter trafficking, assistance to vulnerable migrants.

The incumbent will be responsible with Project manager for the timely and qualitative implementation of project activities, related to the protection, assistance and the supervision of the activities performed for unaccompanied minors, referral for specialized services and care, provision of basic needs packages, transportation and other emergency response project activities as needed in line with project framework.

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.

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

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

- Assists with the coordination of the activities related to the provision of assistance and protection;
- Oversees the administration of the Program, including budget allocations and expenditures;
- Proposes and produces management tools such as guidance notes to staff and/or beneficiaries of the Program;
- Maintains regular communication with donors, partners, migrant and asylum communities in Greece as well as with Greek national authorities related with the migration and asylum;
- Organizes working meetings with the Program's relevant stakeholders also keeping minutes in English;
- Organizes program events (venues, communication, presentations, invitations, guest list) etc.;
- Assists and provides advice to staff members under the project;
- Secures project implementation according to IOM rules and regulations (to include procurement, non-conflict of interest etc.);
- Conducts onsite monitoring visits
- Performs such other duties as may be assigned.

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

### **Education**

- Bachelor degree from an accredited University with 2 years of relevant working experience, or high school degree with 4 years of relevant experience;

### **Experience**

- Experience in liaising with governmental and diplomatic authorities as well as with international institutions;
- Strong organizational, facilitation, communication, writing and presentations skills;
- Experience in working in a multi-cultural environment;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages, experience in handling of web based management systems.

### **Languages**

- Excellent knowledge of Greek and English

## ***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**

- Maintains confidentiality and discretion in appropriate areas of work;
- Works effectively with stakeholders;
- Working knowledge of MS Office;
- Delivers on set objectives in hardship situations;

### **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 18/31**, referring to this advertisement. Only shortlisted candidates will be contacted.