



IOM International Organization for Migration

Call for CVs GR 18/34 Field Coordinators

Position Title : **Field 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 Greece is establishing a pool of candidates interested to join the organisation.

Core Functions / Responsibilities:

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

- Supervising the living conditions of unaccompanied minors, in particular the good use of the equipment of the facility, the quantity and quality of the meal, the timely preparation or receipt of meals and their timely distribution, nutrition approved by a nutritionist, cleanliness of premises and compliance with safety requirements.
- Coordinating the children's daily activities by mainly focusing in the organization of educational and recreational activities.
- Coordinating, guiding and supervising staff in the performance of their duties and ensures effective communication and collaboration.
- Managing a monthly staff shift program and supervising the weekly program of services at group or individual level or daily in the case of extraordinary activities.
- Managing the storage and distribution of humanitarian assistance in the Structure, including, for example, clothing and personal hygiene.
- Maintaining a protocol and a file of incoming - outgoing documents and handles the correspondence,
- Handles the administrative issues arising in the context of cooperation with other agencies and bodies,
- 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 minimum 2 years of relevant working experience; or high school diploma with four 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 two 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 – pro actively 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 - pro actively 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 email address, quoting the vacancy notice number **CFCV GR 18/34**, referring to this advertisement. Only short-listed candidates will be contacted.