

IOM Greece  
CALL FOR APPLICATIONS

Reference Number : **GRCFA22-246**  
Position Title : **Community Cultural Mediator (Translator)**  
Duty Station : **Athens, Greece**  
Type of Appointment : **Special Short-Term Ungraded Contract**  
Closing Date : **21 August 2022**

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.

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:**

Under the overall supervision of the National SMS Coordinator and the direct supervision of the Cultural Mediator Coordinator, the successful candidate will be responsible and accountable for managing the Community Cultural Mediators/Translators functions primarily in Athens, and will be expected to be present in sites of Attica Cluster, based on the needs of the project.

**Core Functions / Responsibilities:**

1. Assist with interpretation for effective communication between IOM staff and migrants.
2. Assist with interpretation during sessions, activities and escorting.
3. Escort the migrant as needed to their medical, asylum, etc. appointments.
4. Facilitate communication between the migrant and staff through interpretation and /or translation, in a spoken or written language understood by the migrant,
5. Provide information to staff in order to assist the latter in understanding the perceptions of the migrant and act as a cultural mediator during the adjustment period to their new environment.
6. Translate information materials/ documents and other needed information used for individual and/ or group activities in the migrant communities.
7. Perform such other duties as may be assigned.

## **Required Qualifications and Experience**

### **Education**

- Bachelor's degree in Social Sciences, Humanities, Linguistics , Literature or a related field from an accredited academic institution with two years of relevant work experience; or
- High school degree/certificate with four years of relevant professional experience.

### **Experience and Skills**

- Experience in oral and written interpretation;
- Experience in the usage of office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and data analysis; and,
- Experience in reporting, writing and editing, including for online platforms and social media;
- Experience in an international setting;
- Native speaker with advance writing skills in at least one of the common interpreting languages (Arabic, Farsi, Somali, Sorani, and French);
- Advanced proficiency with English/Greek is required;
- Ability to provide effective, highly accurate and impartial interpretation and translation both orally (simultaneously and consecutively) and in written;
- Has strong cultural awareness competencies and is able to use culturally appropriate expression to clarify a situation;
- Able to use online tools, apps and other modes of communication to consistently share information with other members of the team;
- Video production and photo skills will be considered an advantage
- Organized with great attention to detail, concentration, and great flexibility.;
- Ability to work under stress or in a fast-paced environment;
- Ability to work well both within a team and independently, in a challenging, multicultural environment.

### **Languages**

Fluency in **English, Greek and French** (written and oral) is required.

### **Required Competencies**

IOM's competency framework can be found at this [link](#).

### **Values**

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

### **Core Competencies – behavioural indicators**

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

***Other:***

IOM is committed to a diverse and inclusive environment.

This post is subject to local recruitment. Only those holding a valid residence and work permit for Greece will be eligible for consideration.

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

At the time of recruitment, all candidates must disclose any known relative or spouse who works for IOM. Candidates may also be requested to provide documentary evidence of academic degree(s), professional licenses, and proof of no criminal records as relevant to the requirements of the position advertised.

Appointment will be subject to certification that the candidate is medically fit for appointment, verification of residency, visa, and authorizations by the concerned Government, where applicable.

**Vaccination against COVID-19 will be required for IOM personnel who are hired or otherwise engaged by IOM. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination.**

***How to apply:***

Interested candidates are invited to submit their application including **a cover letter, CV and a completed Personal History Form in English by email to: [GRHRAPPLY@iom.int](mailto:GRHRAPPLY@iom.int)**, specifying the vacancy reference number **GRCFA22-246** and **full name** in the subject line.

Please click this [link to access the Personal History Form](#) (four pages).

Due to the volume of applications received, IOM Greece Human Resources will not be able to respond to all inquiries about the application status and will only contact shortlisted candidates.

***Posting period:***

From 04 August 2022 to 10 August 2022

From 15 August 2022 to 21 August 2022