

IOM Greece
CALL FOR APPLICATIONS

Reference Number : **GRCFA22-260**
Position Title : **Facility Coordinator**
Duty Station : **Various locations in Attica*, Greece**
Type of Appointment : **Special Short-Term Ungraded Contract**
Closing Date : **28 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:

In the framework of the situation regarding the migrants, asylum seekers and refugees across Greece, IOM Greece is establishing a pool of candidates interested to join the organization as soon as possible. The action under which the candidates will be selected shall contribute to the provision of targeted care interventions to the unaccompanied children (UMC) residing in Greece. Therefore, IOM will capitalize on its extensive experience on the areas of child protection so as to provide tailored support and interventions to the UMC by offering accommodation and care services.

Under the overall supervision of the Project Coordinator and the direct supervision of the Program Assistant, the successful candidate will oversee and coordinate day-to-day project activities and services in the assigned accommodation facility.

Core Functions / Responsibilities:

1. Supervise the living conditions of the UMC - in particular, the good use of the equipment of the facility, the quantity and quality of meals, the timely preparation or receipt of meals and their timely distribution, nutrition approved by a nutritionist, cleanliness of premises and compliance with safety requirements.

2. Coordinate daily activities for the UMC, focusing on the organization of educational and recreational activities.
3. Coordinate, guide and supervise staff in the performance of their duties and ensure effective communication and collaboration.
4. Manage a monthly staff shift program and supervise the weekly program of services at group or individual level, or daily in the case of extraordinary activities.
5. Manage the storage and distribution of humanitarian assistance in the facility, including but not limited to, clothing and personal hygiene.
6. Maintain a protocol and records of incoming/ outgoing documents. Provide support in handling correspondences.
7. Address administrative issues arising in the context of cooperation with other agencies and bodies.
8. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- University degree from an accredited academic institution with minimum two years of relevant work experience; or
- High school diploma with four years of relevant working experience.

Experience and Skills

- Previous experience in a similar role preferred;
- Familiar with direct assistance to migrants and/or refugees preferred;
- Experience in working in a multi-cultural environment an advantage;
- Strong organizational, facilitation, communication, writing and presentations skills;
- Computer literacy in standard software applications (MS Office, etc);
- Valid driver's license with at least five years driving experience an advantage.

Languages

Fluency in **English** and **Greek** (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.

Managerial Competencies – behavioural indicators

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

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.

*The position will be based in various duty stations within the Attica region, the exact locations to be advised at a later stage of the recruitment.

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**, specifying the vacancy reference number **GRCFA22-260** 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 10 August 2022 to 28 August 2022