



## IOM Greece CALL FOR APPLICATIONS

Reference Number : **GRCFA22-263**  
Position Title : **Legal Assistant**  
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 Program Assistant and the direct supervision of the Child Protection Assistant, the successful candidate will provide support in implementing project activities related to legal matters for the UMC in the assigned accommodation facility.

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

1. Conduct initial assessment of needs and background information of the UMC.
2. Set individual assistance plans, provide information and advice to the UMC regarding, asylum procedures including family reunification, welfare rights, housing, access to health care services and education, etc.

3. Provide support in filling in all the forms for requesting a residence/work permit in Greece and/or any other legal documents for the minors' case, i.e. travel documents.
4. Maintain filling of reports with actions undertaken for the UMC and ensure deadlines are met for their legal and administrative procedures.
5. Conduct research and provide counselling, inter alia, on legal and contractual issues. Ensure that IOM's activities are implemented in accordance with the IOM Constitution and other relevant provisions.
6. Provide to the teams operating within the accommodation facility with necessary legal information for the UMC's best interest.
7. Maintain close communication and collaboration with authorities in relation with the UMC's wellbeing.
8. Undertake official travel as required to support legal procedures for the UMC.
9. Perform such other duties as may be assigned.

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

#### **Education**

- University degree in Law from an accredited academic institution with minimum two years of relevant work experience.

#### **Experience and Skills**

- Previous experience in providing counseling to the UMC preferred;
- Awareness of refugees and migrants issues;
- Excellent communication and negotiation skills, personal commitment, efficiency and flexibility;
- Ability to work with minimal supervision and difficult conditions;
- 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.

**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](mailto:GRHRAPPLY@iom.int)**, specifying the vacancy reference number **GRCFA22-263 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