

IOM Greece
CALL FOR APPLICATIONS

Reference Number : **GRCFA22-276**
Position Title : **Field Protection Assistant**
Duty Station : **Thiva*, Greece**
Type of Appointment : **Special Short-Term Ungraded Contract**
Closing Date : **18 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 coordination with the MoMA and the European Commission (EC), IOM seeks to contribute to improving the quality of humanitarian response and protection assistance to migrants hosted within the Greek Reception system with particular focus and individualized management of beneficiaries being in a situation of vulnerability. Through the Harmonizing Protection Practices in Greece (HARP) project, IOM has developed and is implementing activities (Specialized Protection Assistance, Community Engagement and Skills Development) directly as well as in partnership with a large array of Implementing Partners.

Staff members in field-based positions might be required to be mobile within the assigned cluster when immediate project needs arise. This position is based in a field duty station under the Attica cluster, which includes the following locations: Schisto, Korinthos, Malakasa, Oinofyta, Ritsona, Andravida and Thiva. Staff members may be assigned by their respective supervisors to be deployed to other locations within the same cluster.

Under the overall supervision of the Protection Area Coordinator and the direct supervision of the Protection Assistant, the successful candidate will provide support in the implementation of protection activities in the assigned site(s) in close coordination with other protection partners, stakeholders, and authorities.

Core Functions / Responsibilities:

1. Conduct vulnerability assessments to migrants and refugees residing in open accommodation centers and address protection needs by contacting competent agencies for specialized protection services.
2. Understand and report to line manager specific protection needs of people residing in open accommodation centers.
3. Focus on needs of vulnerable groups including women at risk, children at risk and the elderly; and refer cases for further treatment.
4. Follow up on protection cases and ensure quality case management.
5. Maintain a comprehensive and updated case file for each case undertaken. Inform and keep beneficiaries updated for the progress of their cases.
6. Conduct regular mapping of services in- site and off –site and ensure access of services to migrants and refugees.
7. Collect and share valid information with migrants and refugees about available services locally or nationally and prepare documents, leaflets, and outreach messaging to ensure correct dissemination of information.
8. Implement measures to ensure confidentiality when handling personal information and data of migrants and refugees.
9. In coordination with the other psychosocial services in the open accommodation center, develop individual action plans for migrants and refugees.
10. Actively participate and promote regular meetings with case management actors to discuss case management and collect feedback on existing risks, challenges, and gaps in service provision for protection cases.
11. Undertake any duty travel as required.
12. Perform such other related duties, as may be assigned.

Required Qualifications and Experience

Education

- University degree in Social Work from an accredited academic institution with minimum two years of relevant work experience;
- University degree in Psychology, Law or Pedagogical studies will also be considered when candidate demonstrates relevant work experience in the field;
- Master's degree in above fields is an advantage;
- Membership of the Association of Greek Social Workers is an advantage.

Experience and Skills

- Experience working in a humanitarian setting in a similar role;
- Experience in liaising with governmental and diplomatic authorities and stakeholders, working in international organizations, non-government or government institutions/organization;
- Demonstrated ability to draft and prepare clear and concise formal correspondence and project reports;
- Strong interpersonal and communication skills in a multi-cultural setting;
- Strong organizational, facilitation, communication, writing and presentations skills;
- Proficient in a Microsoft Office environment and office software packages. Knowledge of spreadsheet and database packages, experience in handling of web-based management systems;
- Strong work ethics and commitment to humanitarian principles.

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.

* Transportation to/from assigned place of duty will not be provided by the Organization.

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**, specifying the vacancy reference number **GRCFA22-276** 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 11 August 2022 to 18 August 2022