



IOM Greece CALL FOR APPLICATIONS

Reference Number : **GRCFA22-278**
Position Title : **Field Community Engagement Assistant**
Duty Station : **Polykastro (Nea Kavala)*, Greece**
Type of Appointment : **Special Short-Term Ungraded Contract**
Closing Date : **19 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 are required to be mobile within the assigned cluster when immediate project needs arise. This position is based in a field duty station under the Thessaloniki cluster, which includes the following locations: Alexandreia, Veria, Diavata, Lagadikia, Nea Kavala, Vagiochori, Kleidi-Sintiki and Serres. 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 National Site Operations Coordinator, the direct supervision of the Area Site Operations Coordinator and in coordination with the Community Engagement Assistant, the successful candidate will support community engagement activities in the assigned site(s).

Core Functions / Responsibilities:

1. Design and implement a location-specific community engagement strategy, in compliance with the protection mainstreaming strategy on Community Engagement, Accountability and Participation.
2. Closely collaborate with IOM field teams and all on-site actors, to jointly address communities' needs and to mobilize the communities.
3. Assess and address community information needs. Provide comprehensive, timely and accurate information through accessible channels in the relevant languages and in a culturally sensitive way.
4. Map the available local, national, and on-site services. Cooperate with other actors in facilitating access to health, education, employment, and integration opportunities for beneficiaries.
5. Engage communities in decision-making through structured community meetings; conducting thematic Youth and Women Committees and facilitating focus group discussions (FGDs) that guarantee inclusion, participation, and representation.
6. Ensure effective feedback mechanisms are in place and that feedback from beneficiaries is followed by specific actions and incorporated into meaningful and inclusive community engagement activities that promote resilience, self-reliance and accountability.
7. Liaise with on-site and local actors, municipalities, service providers, partners, and other stakeholders to design and implement joint activities, workshops and training sessions, donations, recreational events, etc., to promote integration and cultural diversity.
8. Effectively support community-based volunteer teams to respond to site and host community needs, thus strengthening security and stability.
9. Conduct regular assessments, monitoring and progress reports, engaging visual presentations, gaps and risks analysis, and submit data to relevant units, in compliance with IOM Information Management Standards and Principles.
10. Identify and document stories of strength within the communities, facilitate high-quality user-generated content (photos, videos, storytelling). Liaise with the IOM Public Information Unit (PIU) to publicly promote them to relevant IOM channels.
11. Perform such other related duties as may be assigned.

Required Qualifications and Experience

Education

- University degree in Social or Political Sciences from an accredited academic institution with minimum two years of relevant work experience; or
- High school degree/certificate with minimum four years of relevant work experience.
- Master's degree in above fields is an advantage.

Experience and Skills

- Minimum two years of related work experience in a humanitarian setting;
- Knowledge and understanding of the refugee and migration issues in Greece, the systems, and processes in place to facilitate refugees' access to services, education, health care, and social benefits;
- Strong work ethics and commitment to humanitarian principles;
- Experience working with vulnerable populations and with migrant/refugee backgrounds;
- Experience in applying Protection and Communicating with Communities' tools and principles;
- Experience in Adults' Education and/or Intercultural Education, in designing and facilitating skills development workshops and needs-oriented training sessions;
- Experience liaising with stakeholders, local and international organizations, UN agencies, non-government, or government institutions/organizations;
- Ability to work under strict deadlines within a team and independently;
- Willingness to work in a challenging, fast-paced and multicultural environment;
- Strong organizational, facilitation, interpersonal, communication, writing and presentations skills;
- Proficient use of Microsoft Office environment and office software packages;

- Working knowledge of spreadsheet and database packages with experience in using web-based management systems;

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 **GRCFA22-278 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 12 August 2022 to 19 August 2022