



IOM Greece CALL FOR APPLICATIONS

Reference Number : **GRCFA22-280**
Position Title : **Project Reporting Focal Point**
Duty Station : **Athens, 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 close collaboration with national authorities and experienced Partners, through the HELIOS project IOM aims at promoting the integration of beneficiaries of international protection and temporary protection into the Greek society through the provision of integration courses, the support for independent living, including rental subsidies, activities for employability support, activities for the sensitization of the host community and integration monitoring.

Under the overall supervision of the Senior Project Coordinator, the direct supervision of the National Project Officer, and in close coordination with relevant Project Coordinators and Assistants within the project, the successful candidate will be responsible and accountable for the coordination, preparation and update of project reports and Standard Operating Procedures (SOPs) in line with project objectives.

Core Functions / Responsibilities:

1. Coordinate and oversee the donor reporting processes and the drafting of periodic and activity-specific reports to donors, including interim and final reports for donors and senior management, as may be required, supporting timely and high-quality reporting.
2. Review, consolidate and analyse narrative reports on programme implementation, as well as quantitative and qualitative data on indicators, to facilitate the preparation of progress and final donor reports in coordination with relevant staff.

3. Consolidate updated project data on a regular basis; analyse data to identify trends, strengths, best practices and challenges. Report to the supervisor(s) and relevant staff on findings.
4. Support the development, harmonization and consistency of reporting tools and processes to monitor and analyse data.
5. Lead efforts to coordinate and create/ update SOPs of the project and ensure they are duly disseminated with relevant staff.
6. Assist in the overall integration and coordination of Monitoring and Evaluation (M&E) Project Frameworks and resources in coordination with the Project Coordinators and M&E staff.
7. Maintain strong contacts with Programme staff to ensure close monitoring of program developments to achieve program's compliance with donor's Agreements and with respective project documents and support the program's revision as needed.
8. Support and assist in liaising with relevant authorities, United Nations agencies, non-governmental organizations and other stakeholders for the purposes of project reporting/ implementation.
9. Keep abreast on information and in-depth knowledge related to third country nationals in Greece and in the European Union, particularly on policies and legal framework governing migrant integration as well as services made available to the migrant population.
10. Participate in the preparation of advocacy papers related to integration in Greece and the EU.
11. Maintain a central filing system (soft and hard copies), including beneficiaries, project, implementing partners-related information, contracts and any other relevant information for the projects. The information has to be filed in an orderly and easily tracking manner, ensuring integrity of the documentation and appropriate backups.
12. Utilize IOM's internal systems for reporting purposes in an efficient manner and with respect to internal and donor deadlines. Keep accurate and pertinent records of all correspondence, reporting files and administration information, as needed.
13. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree in Political or Social Science, Business Administration, International Relations, Communications, Law or a related field from an accredited academic institution with minimum three years of relevant work experience; or
- High school diploma/ certificate with minimum five years of relevant work experience.
- Master's degree in above fields will be considered an advantage.

Experience and Skills

- Experience in a similar function and/ or with national, regional or international public bodies;
- Experience in project implementation and reporting;
- Experience in liaising with governmental and diplomatic authorities as well as with international institutions;
- Proven knowledge on donor requirements, particularly national funding is an advantage;
- In-depth knowledge of the migration setting in Greece;
- Proven capacity to produce high-quality reports in English;
- Proficient in a Microsoft Office environment and office software packages;
- Knowledge of spreadsheet and database packages, experience in handling of web-based management systems, data consolidation, analysis and visualization;
- Demonstrated effective organizational skills and ability to handle work in an efficient and timely manner;
- Demonstrated ability to work well under pressure and keep deadlines;
- 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.

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.

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 **GRCFA22-280 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 18 August 2022