

IOM Greece  
CALL FOR APPLICATIONS

Reference Number : **GRCFA22-281**  
Position Title : **Project Transition Analyst**  
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 Chief of Mission, the direct supervision of the Senior Project Coordinator, and in close coordination with relevant Project Coordinators and Assistants within the project, the successful candidate will be responsible and accountable for the collection and analysis of relevant information to support with project transition processes, including project development and alignment of the project design to new funding mechanisms, as well as the analysis of project trends over time.

**Core Functions / Responsibilities:**

1. Support with project transition processes by collecting, reviewing, consolidating, and analysing information on, between others, funding mechanisms, relevant state regulations and best practices to facilitate the preparation of project proposals in coordination with relevant staff.

2. Contribute to project development by advising senior management on solutions that would streamline donor requirements and best practices into the project design and implementation, ensuring a smooth transition between different funding mechanisms.
3. Actively collect feedback on existing risks, challenges, gaps, lessons learned and achievements in provision of services. Collect and conduct overall analysis of data collected and provide regular reports to the supervisor(s) and relevant staff on findings, as well as deliver white papers for national and international stakeholders.
4. Participate in the preparation of advocacy papers related to integration in Greece and the EU.
5. Support the planning and organization of meetings, conferences, and other events at national and/ or international level on the impact of the project activities vis-à-vis the integration of third country nationals in the Greek and European context.
6. 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.
7. Support in liaising with relevant authorities, non-governmental organizations and other stakeholders for the purposes of analysis of project trends as embedded in the humanitarian context in Greece, delivering also presentations of the project when needed.
8. Contribute to reports to donors as may be required, supporting timely and high-quality reporting. Assist in developing reporting templates and tools for qualitative and quantitative data collection and analysis.
9. 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.

### **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](mailto:GRHRAPPLY@iom.int)**, specifying the vacancy reference number **GRCFA22-281** 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