

IOM Greece
CALL FOR APPLICATIONS

Reference Number : **GRCFA23-168**
Position Title : **Technician - Handyman**
Duty Station : **Athens, Greece**
Type of Appointment : **Special Short-Term Ungraded Contract**
Closing Date : **06 November 2023**

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:

Under the overall supervision of the Chief of Mission and the direct supervision of the Project Coordinator, the successful candidate will be supporting in the following functions:

Core Functions / Responsibilities:

1. Perform general maintenance, repairs, and groundwork.
2. Light construction, carpentry, painting, plastering, flooring, ceiling, plumbing and electrical work as required:
 - carpentry: installation of cabinets, doors, countertops, and flooring including tiles, carpets or other hardwood and laminate coverings.
 - roofing: identification and repair of the source of leaks, removing dirt and debris from guttering, replacing shingles, and improving insulation.
 - plumbing: installation of new taps, sinks and toilets, and repair of leaks.
 - electrical: replacement of bulbs, rewiring sockets, and thermostats.
 - decorating: painting walls and ceilings, touching up skirting boards and door frames, and other wooden surfaces.
 - window fitting: cleaning up broken glass, installing new windows and replacing damaged window frames.

- general tiling – floors and walls (small scale)
 - general plumbing including washers, taps, unblocking toilets, unblocking stacks, installing new sinks and toilets, pipework (copper or PVC)
 - general carpentry such as hanging doors, new locks, architraves, window frames, assembling furniture, easing, and adjusting windows, replacing handles and similar hardware.
3. Installation and inspections, diagnosing faults, testing, replacement, repair and maintenance of building fixtures and fittings.
 4. Identify and report of necessary major repairs.
 5. Follow the workplace health and safety rules.
 6. Load and unloading of tools and equipment from work vehicles.
 7. Perform other installation, repair, and maintenance duties as needed.
 8. Maintain accurate records, description of work performed, and materials used.
 9. Support of other technical team colleagues in maintenance procedures.
 10. Collaborate with general contractors, electricians, and other construction professionals.
 11. Support the supervision in the preparation of bids, budgets, and cost estimates.
 12. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- High school degree/certificate with three years of relevant professional experience.
- Diploma from technical school/college as plumber electrician, refrigeration technician or other related field, from an accredited academic institution.

Experience and Skills

- Construction skills would be an asset;
- Experience with plumbing and electrical systems;
- Basic carpentry skills;
- Knowledge and experience of using power tools, operating machinery, and reading blueprints for a range of repairs and maintenance tasks;
- Problem-solving skills;
- Good communication and interpersonal skills;
- Ability to complete projects unsupervised and unassisted;
- Maintaining a good knowledge of plumbing and electrical systems work is an asset;
- Valid driver's license.

Languages

Fluency in **English** and/or **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.
- 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.
- Courage: Demonstrates willingness to take a stand on issues of importance.

- **Empathy:** Shows compassion for others, makes people feel safe, respected and fairly treated.

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**, specifying the vacancy reference number **GRCFA23-168** 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 24 October 2023 to 06 November 2023.