



## IOM Greece CALL FOR APPLICATIONS

Reference Number : **GRCFA24-013**  
Position Title : **Cash Disbursement Assistant**  
Duty Station : **Athens, Greece**  
Type of Appointment : **Special Short-Term Ungraded Contract**  
Closing Date : **05 February 2024**

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 National Project Officer and the direct supervision of the Cash Disbursement Unit Coordinator, the successful candidate will provide overall support regarding the scope of the Cash Disbursement Unit for the HELIOS project in supporting beneficiaries of international protection who are eligible to receive rental subsidies.

### **Core Functions / Responsibilities:**

1. Provide assistance and support to HELIOS Staff concerning data and documents collection from beneficiaries and/or other stakeholders.

2. Provide technical assistance and advice regarding the completion of lease contract agreements between counterparties.
3. Prepare the required financial documentation related to the payments of rental subsidies to HELIOS beneficiaries.
4. Ensure that payments are made in full compliance with required preconditions described in Helios project provisions and relevant Standard Operational Procedures (SOPs).
5. Liaise with IOM Finance Department to ensure compliance with the internal procedures (SOPs) regarding disbursements/credits to beneficiaries.
6. Suggest potential updates on Standard Operating Procedures (SOPs) based on best practice and feedback collected while performing the assigned duties.
7. Data entry to and continuous update of, the Unit's main database and ensure the quality of inserted data.
8. Maintain internal filing system and prepare regular reports as requested by project management staff.
9. Liaise with the implementing partners of the Project on a daily basis. Provide guidance regarding SOPs, reporting requirements, special approvals etc.
10. Perform other related duties that may be assigned.

### ***Required Qualifications and Experience***

#### **Education**

- University degree in Economics, Business, Accounting or a related field from an accredited academic institution with minimum three years of work experience.
- Master's degree in above fields an advantage.

#### **Experience and Skills**

- At least three years of relevant work experience;
- Experience and familiarity with basic accounting principles, bank payments and bank transfers;
- Experience in working for international organizations, non-government or government institutions/organizations, will be considered an advantage;
- Excellent communication and interpersonal skills, personal commitment, efficiency and flexibility;
- Ability to work with minimal supervision;
- Good level of overall computer literacy;
- Proficient in MS Office;
- Knowledge of spreadsheet and database packages and experience in using web-based management systems;
- 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.
- 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 on or after 15 November 2021. 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 **GRCFA24-013 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 30 January 2024 to 05 February 2024