

IOM Greece  
CALL FOR APPLICATIONS

Reference Number : **GRCFA24-015**  
Position Title : **Facilitator – Apartment Verification**  
Duty Station : **Thessaloniki, Greece**  
Type of Appointment : **Special Short-Term Ungraded Contract**  
Closing Date : **12 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 Coordinator and the direct supervision of the Project Assistant (Apartment Verification), the successful candidate will provide support in communication with the beneficiaries, monitoring of the visits and in analysing all the necessary information through reports.

**Core Functions / Responsibilities:**

1. Plan and execute apartment monitoring visits in the designated area of responsibility, both in person and remotely, as needed.
2. Coordinate with Project Assistant (Apartment Verification) for the modalities and methodology of the monitoring visits.

3. Ensure the adherence to the Standard Operating Procedures (SOPs) and project regulations, as developed in the framework of the Project.
4. Collect data and Means of Verification of the Apartment Verification Unit of the project.
5. Provide timely reports and any other necessary information to the Project Assistant (Apartment Verification) and relevant Departments.
6. Ensure that the messaging to beneficiaries is clearly reported and minimizes the risk of escalations to security incidents.
7. Conduct referrals to other components of the project for cases in need of specialized further support.
8. Ensure accurate data entry and quality physical archiving of Means of Verification.
9. Collaborate with other project units for the most efficient implementation of activities.
10. Perform such other duties as may be assigned.

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

#### **Education**

- University degree from an accredited academic institution with minimum one year of relevant work experience; or
- High school degree/certificate with minimum three years of work experience.
- Master's degree will be considered an advantage.

#### **Experience and Skills**

- Previous work experience in a similar role preferred;
- Excellent communication and negotiation skills, personal commitment, efficiency and flexibility;
- Ability to work with minimal supervision;
- Excellent level of computer literacy;
- Demonstrated ability to work well under pressure and keep deadlines;
- Strong work ethics and commitment to humanitarian principles;
- Willingness to work under difficult conditions;
- Valid driver's license with at least five years driving experience required.

#### **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.
- 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](mailto:GRHRAPPLY@iom.int)**, specifying the vacancy reference number **GRCFA24-015** 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 12 February 2024