

IOM Greece  
CALL FOR APPLICATIONS

Reference Number : **GRCFA24-018**  
Position Title : **Project Assistant – Employability**  
Duty Station : **Athens, 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.

**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 Coordinator (Employability), the successful candidate will be responsible for the support the implementation of project activities of the Employability component of the project within the assigned area of expertise.

**Core Functions / Responsibilities:**

1. Coordinate and oversee on a daily basis the work of assigned Project Team.
2. Organize the workload, provide guidance, support and instructions to assigned Project Team.
3. Develop methodology, create tools, materials and procedures to ensure the provision of quality services and monitoring of the project activities.
4. Support the monitoring of the quality of services/ project activities through physical verification, project Means of Verification, visits and report to the relevant Project Coordinator, as required. Collect, verify and update of data and Means of Verification.
5. Ensure that a properly equipped and safe working environment is available for the assigned Project Team.

6. Support the communication with other project components, IOM departments and other relevant actors to ensure timely and efficient provision of project activities.
7. Submit reports and any other necessary information to the relevant Project Coordinator in a timely manner.
8. Support the further development and implementation of standard operating procedures and project regulations, as developed in the framework of the project.
9. Organize and participate in events aiming at the promotion of the project and component's goals, as required.
10. Represent the project in relevant meetings with employers, employer's associations, other actors, Working Groups as well as enhance synergies and joint actions.
11. Collaborate with other project components and IOM Units.
12. Support the relevant Project Coordinator in collaboration and coordination with Implementing Partners, if required, and in drafting reports to the Donor.
13. Perform any other related duties as may be assigned.

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

### **Education**

- University degree in Business or Public Administration, Psychology, Social Sciences, Law, Education & Lifelong Learning, Finance and Statistics, Economics, and any other related field from an accredited academic institution with minimum three years of work experience and/or
- Master's degree in above fields is an advantage.

### **Experience and Skills**

- At least three years of previous work experience;
- Excellent communication and negotiation skills, personal commitment, efficiency and flexibility;
- Ability to work with minimal supervision and lead teams;
- 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 and create an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential; and,
- Valid driver's license with at least five years driving experience is an asset.

### **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.

## Managerial Competencies – behavioral 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 leadership and professional potential.

**Empowering others:** Creates an enabling environment where staff can contribute their best and develop their potential.

**Building Trust:** Promotes shared values and creates an atmosphere of trust and honesty.

**Strategic thinking and vision:** Works strategically to realize the Organization's goals and communicates a clear strategic direction.

**Humility:** Leads with humility and shows openness to acknowledging own shortcomings.

### **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 **GRCFA24-018** 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