

IOM Greece
CALL FOR APPLICATIONS

Reference Number : **GRCFA24-022**
Position Title : **Project Assistant – Sensitization**
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.

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 Coordinator (Sensitization), the successful candidate will provide support in implementing project activities as follows:

Core Functions / Responsibilities:

1. Organize the workload and provide guidance and instructions to the Municipality Focal Points.
2. Participate in the creation of and support the update of tools relating to the implementation of the project, by closely monitoring related activities.
3. Support the verification, digital filing and physical archiving of Means of Verification.
4. Submit reports timely and provide any other necessary information to the Project Coordinator-Sensitization.

5. Support the implementation of Standard Operating Procedures (SOPs) and project regulations, as developed in the framework of the Project.
6. Provide support in the monitoring of the quality of events and activities organized, through physical verification, project Means of Verification, and visits; report to the Project Coordinator-Sensitization, as required.
7. Collect, verify and update data and Means of Verification relating to activities of the Sensitization component in the framework of Project Implementation.
8. Draft meeting minutes, reports and correspondences and provide additional administrative support to the Project Coordinator (Sensitization).
9. Ensure that a properly equipped and safe working environment is available for the Municipality Focal Points.
10. Support the communication and collaborate with other project components, IOM departments and other relevant actors to ensure timely and efficient provision of the Sensitization component activities.
11. Support the collaboration and efficient communication with Municipalities and local authorities, in coordination with the Project Coordinator (Sensitization).
12. Assist with internal procedures related to the organization of events and awareness raising activities.
13. Represent the project in relevant meetings and/or Working Groups.
14. Perform such other related duties as may be assigned.

Required Qualifications and Experience

Education

- University degree in Social/Political Sciences, International Relations, Psychology and/or Law from an accredited Institution, or any other related field, with at least three years of work experience.
- Master's degree in above fields will be considered an advantage.

Experience and Skills

- Previous work experience in a similar role;
- Excellent writing, drafting, editing and reporting skills;
- Very good organisational skills;
- Excellent communication and negotiation skills, personal commitment, efficiency and flexibility;
- Ability to work with minimal supervision;
- Very good level of computer literacy;
- Demonstrated ability to work well under pressure and keep deadlines;
- Strong work ethics and commitment to humanitarian principles;
- Experience working in the humanitarian/migration field.

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**, specifying the vacancy reference number **GRCFA24-022** 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