



## IOM Greece CALL FOR APPLICATIONS

Reference Number : **GRCFA24-029**  
Position Title : **Interpretation Coordination and Monitoring Assistant**  
Duty Station : **Thessaloniki, Greece**  
Type of Appointment : **Special Short-Term Ungraded Contract**  
Closing Date : **29 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 through the project "Promotion of the integration of the refugee population into the labour market" IOM aims at promoting the integration of the refugee population into the labour market, through:

- a) the further development and maintenance of a stable, effective, flexible and adapted to the needs of beneficiaries and companies labour integration mechanism, and
- b) the implementation of complementary and interconnected activities regarding the proper preparation of refugees and the organized cooperation with businesses and other stakeholders.

Under the overall supervision of the Chief of Mission and direct supervision of the Project Manager, the Interpretation Coordination and Monitoring Assistant will be responsible for the implementation of the interpretation related activities at field level, for both traineeship and vocational training components, mainly the day-to-day planning of needs, monitoring, reporting, administration, coordination with the Project team.

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

1. Coordinate the field activities and maintain and/or establish relations with local partners (camp managers, camp staff, beneficiaries, potential employers etc.)
2. Assist Project Manager and interpreters' team for the field visits, prepare meetings, follow up on the meeting conclusions and actions to be taken etc.
3. In close coordination with National Project Coordinators, plan and implement operational plans for the interpretation needs, with the specific focus on outreach activities.
4. Provide all necessary technical and administrative support for the organization of the traineeship components or vocational training.
5. Assist beneficiaries with relevant information and support when needed.
6. Facilitate and organize relevant field level meetings and events related to Project activities.
7. Provide regular inputs to the Information Management Assistant in the CO for the project-related data collection for the interpretation.
8. Monitor Project implementation in the field and assist the Project Manager and National Coordinators in coordinating the interpretation services, as a basis for contingency planning and adjustments in workplans if needed.
9. Perform such other duties as may be assigned.

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

### **Education**

- University degree in Social Sciences, International Relations, Migration Studies, Human Rights, Law or Economics and Business Administration from an accredited academic institution with two years of relevant professional experience; or
- High school degree/certificate with four years of relevant professional experience.

### **Experience and Skills**

- Experience in working in a migration/refugee setting would be considered as an advantage;
- Experience in working with governmental and diplomatic authorities, national/international institutions, United Nations agencies and non-governmental organizations;
- Experience in working in a multi-cultural environment;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages, experience in handling of web-based management systems;
- Strong organizational, facilitation, communication, writing and presentations skills;
- Strong work ethics and commitment to humanitarian principles;
- Valid driver's license with at least five years driving experience is an advantage.

### **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 **GRCFA24-029** 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 12 February 2024 to 29 February 2024