



IOM Greece CALL FOR APPLICATIONS

Reference Number : **GRCFA24-077**
Position Title : **Shelter Administrator**
Duty Station : **Athens, Greece**
Type of Appointment : **Special Short-Term Ungraded Contract**
Closing Date : **21 April 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:

IOM operates Five Accommodation Centers for Unaccompanied Minors (Shelters) providing accommodation and access to services for Unaccompanied Migrant Children (UMC). Besides accommodation, the following services are provided to the beneficiaries: addressing basic needs, catering, hygiene, legal counselling, and information about life opportunities in Greece, interpretation, psychosocial support, medical support, Greek learning programs, learning support, organization of intercultural activities, work and career guidance.

Under the overall supervision of the Project Coordinator and the direct supervision of the Shelter Coordinator, the successful candidate will perform administrative and financial duties related to the needs of the UMCs residing in the assigned Accommodation Center.

Core Functions / Responsibilities:

1. In collaboration with Shelter Coordinator, coordinate the requests for supplies and follow up all procurement processes.
2. Monitor and refer accordingly the daily issues regarding maintenance and repairs of the Accommodation Center.

3. Communicate with IOM Resource Management Unit on a daily basis for relevant issues, if needed.
4. Ensure the disbursement and distribution of the monthly cash allowance (pocket money) to unaccompanied children including the proper completion of distribution lists.
5. Set the schedule of any distribution, such as clothes and shoes, in coordination with the rest of the Accommodation Center team.
6. Manage and keep track of petty cash and other emergency expenses of the Shelter ensuring that all relevant invoices are collected and submitted.
7. Maintain archives of the Accommodation Center, including the invoices, supply documents and distribution lists.
8. Prepare and update the monthly shift schedule according to the changes that occur and inform timely the Human Resources Unit and the staff concerned.
9. Maintain a protocol and a file of incoming - outgoing documents and handle the correspondences.
10. Monitor the cleaning of the Accommodation Center and prepare and update the cleaning schedule.
11. Perform other related duties as may be assigned.

Required Qualifications and Experience

Education

- University degree in Social Enterprises/Organizations Management, Logistics, Business/Organization Administration or a related field from an accredited academic institution with minimum two years of work experience.

Experience and Skills

- At least two years of working experience in a similar role;
- Familiar with direct assistance to migrants and/or refugees;
- Experience in working in a multi-cultural environment;
- Strong organizational, facilitation, communication, writing and presentations skills;
- Proficient use of commonly used IT equipment and the appropriate software solutions;
- Strong work ethics and commitment to humanitarian principles;
- Valid driver's license with at least five years driving experience will be 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**, specifying the vacancy reference number **GRCFA24-077** 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 15 April 2024 to 21 April 2024