

IOM Greece
CALL FOR APPLICATIONS

Reference Number : **GRCFA24-106**
Position Title : **Cook**
Duty Station : **Athens, Greece**
Type of Appointment : **Special Short-Term Ungraded Contract (Part-time)**
Closing Date : **17 July 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 support in the planning and preparation of meals in the assigned facility.

Core Functions / Responsibilities:

1. Supervise the cleanliness of the space and kitchen equipment.
2. Prepare and cook meals, particularly breakfast, lunch, dinner and snacks, twice per day.
3. Record the kitchen's supplies and shortages in consumable materials and tools and submitting a report to the Shelter coordinator. Ensure quality of services, cost-effectiveness and transparency.

4. Follow and ensure compliance with food safety handling policies and procedures, including personal hygiene procedures.
5. Follow the instructions given by Shelter Coordinator, in terms of operations and preparations at the assigned facility.
6. Participate in all staff meetings and communicate with other teams on needs related to meal planning activities.
7. Train the beneficiaries in the preparation of meals
8. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Certificate of relevant professional experience or certified training;
- Updated and valid health certificate and successful examinations for food handlers, are mandatory.

Experience and Skills

- Existence of experience in a similar role;
- Willingness to work in morning shift, including holidays and weekends;
- Experience working with children and/or vulnerable population preferred;
- Previous experience working in a multi-cultural environment preferred;
- Strong work ethics and commitment to humanitarian principles.

Languages

Fluency in **Greek** (written and oral). Working knowledge of **English or French** an advantage.

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 **GRCFA24-106** 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 04 July 2024 to 10 July 2024

From 11 July 2024 to 17 July 2024