



IOM Greece CALL FOR APPLICATIONS

Reference Number : **GRCFA24-118**
Position Title : **Integration Facilitator**
Duty Station : **Athens, Greece**
Type of Appointment : **Special Short-Term Ungraded Contract**
Closing Date : **21 August 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:

The International Organization for Migration – Office in Greece (IOM) in cooperation with the Ministry of Migration and Asylum, through the Helios Junior Project, will target the integration of young migrant adults in Greek mainland and islands.

Under the overall supervision of the National Project Officer and the direct supervision of the Project Assistant the successful candidate will be responsible and accountable for assisting the coordination of the project's activities.

Core Functions / Responsibilities:

1. Perform the enrollment of beneficiaries in the project.
2. Develop a personalized Integration Plan tailored to the beneficiary's interests and needs, including support for employment opportunities and community integration.
3. Monitor the integration progress of beneficiaries through one-on-one sessions on a monthly basis.
4. Organize and perform group sessions with beneficiaries.
5. Verify the presence of the beneficiaries with field visits at least once a month.

6. Ensure the adherence to the project regulations, as developed in the framework of the Project.
7. Provide beneficiaries with information on welfare rights, housing options, access to health care services, educational programs and employment resources etc.
8. Facilitate referrals to other actors for cases requiring specialized additional treatment.
9. Prepare case reports and statistics to be submitted on a regular basis alongside monthly reports.
10. Coordinate with the Implementing Partners of the project, other actors and relevant authorities to ensure that the needs of beneficiaries are met.
11. Ensure accurate data entry and quality physical archiving of Means of Verification.
12. Collaborate with other project units for the most efficient implementation of activities.
13. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree in Social Work, Psychology, Social Sciences or a related field from an accredited academic institution with minimum two years of relevant professional experience.
- Master's degree in above fields an advantage.

Experience and Skills

- Previous work experience in a similar role;
- Excellent communication and negotiation skills, personal commitment, efficiency and flexibility;
- Ability to work with minimal supervision;
- Good level of computer literacy;
- Demonstrated ability to work well under pressure and keep deadlines;
- Strong work ethics and commitment to humanitarian principles;
- Ability to work under difficult conditions.

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 **GRCFA24-118 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 07 August 2024 to 21 August 2024