

IOM Greece CALL FOR APPLICATIONS

Reference Number : **GRCFA25-008**
Position Title : **Regional Coordinator (Central Greece)**
Duty Station : **Lamia, Greece**
Type of Appointment : **Special Short-Term Ungraded Contract (Part-time)**
Closing Date : **17 March 2025**

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 and local 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 activities for employability support, the provision of Greek language courses and vocational training, the support for independent living, including rental subsidies, activities promoting social cohesion and inclusion.

Under the overall supervision of the Senior Project Coordinator and the direct supervision of the National Project Officer, the successful candidate will have the following duties and responsibilities:

Core Functions / Responsibilities:



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1. Monitor and streamline the coordination of project components in the designated Region and the timely implementation of all project activities, always ensuring adherence with IOM values, principles and standards.
2. Supervise, coordinate, support and communicate daily with the Unit Focal Points and Assistants, ensuring effective communication and cooperation between them and the field teams so as to guarantee a harmonized implementation of all project components and the establishment of a healthy work environment.
3. Support close communication and coordination with the Donor, in order to ensure implementation is aligned with the Donor's requirements and priorities.
4. Maintain strong contacts and coordinate with the Implementing Partner and relevant local stakeholders, such as local authorities, Municipalities, Site Managers, and other local actors, as needed for the smooth implementation of project activities.
5. Promote and build local synergies with other programs, as implemented by IOM or other humanitarian actors, ensuring complementarity in the provision of services.
6. Represent IOM and the project in coordination fora and relevant events, presenting the project achievements and promoting its objectives, alongside IOM priorities, as assigned.
7. Coordinate upon need with relevant units in the Resource Management Department and other Mission Departments so as to ensure the smooth implementation of the project.
8. Support senior management to effectively manage the allocated budget.
9. Develop, in coordination with senior management, and implement project resource management plans to optimize the use of resources and minimize costs while maintaining project quality and timelines.
10. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- High School Diploma with minimum six years of relevant working experience, or;
- University degree in political science, international relations, social work, law, sociology, social anthropology, management and business administration, public administration, or any other related field from an accredited academic institution with minimum four years of work experience.
- Master's degree in the above fields will be considered an advantage.

Experience and Skills

- At least four years of previous work experience;
- Possess adequate combination of knowledge, education, training experience and skills to perform essential functions of the position;
- Computer literacy in standard software applications;
- Experience in working in a multi-cultural environment preferred;
- Strong work ethics and commitment to humanitarian principles;
- Valid driver's license with at least five years driving experience 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](#).



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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.

Managerial Competencies – behavioural indicators

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.
- Humility: Leads with humility and shows openness to acknowledging own shortcomings.

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.



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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 **GRCFA25-008** 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 28 January 2025 to 03 February 2025

From 13 February 2025 to 19 February 2025

From 4 March 2025 to 17 March 2025



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