

IOM Greece
CALL FOR APPLICATIONS

Reference Number : **GRCFA25-013**
Position Title : **Interpreter – Arabic, French, Ukrainian, Farsi, Kurmanji, Sorani, Somali**
Duty Station : **Lamia, Greece**
Type of Appointment : **Special Short-Term Ungraded Contract (Part-time)**
Closing Date : **26 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 Regional Coordinator (Central Greece) and the direct supervision of the Project Assistant (Operations), the successful candidate will provide support in implementing project activities through provision of interpretation and/or translation services.

Core Functions / Responsibilities:

1. Make the initial contact with beneficiaries and build an open relationship of respect and trust with them.

2. Assist with interpretation and cultural mediation.
3. Reply to the calls received in the project's helpline according to the guidelines received, identify new issues raised and report them to the Project Assistant (Operations), record the calls in the helpline tracker.
4. Develop and maintain good relations with the beneficiaries, relevant stakeholders, and other humanitarian actors to support adequate implementation and coordination of project activities.
5. Identify gaps and barriers prohibiting beneficiaries from accessing the full range of services available to them.
6. Translate documents and information materials to be disseminated to project beneficiaries.
7. Assist in mediation activities in close cooperation with IOM staff in an objective and impartial way.
8. Provide general assistance to other project staff. during project activities in the HELIOS+ Centers, the Reception Facilities and elsewhere, as required.
9. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- High school degree/certificate with minimum one year of relevant work experience.
- University degree from an accredited academic institution an advantage.

Experience and Skills

- Previous work experience in a similar role;
- 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/or **Greek** (written and oral) is required.

Fluency (written and oral) in one or more of the following languages is required: **Arabic, French, Ukrainian, Tigrinya, Amharic, Farsi, Kurmanji, Sorani, Somali** .

Fluency in two or more of the abovementioned languages is considered an asset.

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 **GRCFA25-013, languages 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 20 February 2025 to 27 February 2025

From 19 March 2025 to 26 March 2025

