

PROJECT FIELD OFFICER (Multiple Positions)
Vacancy Notice – PFO_GR/15_09_03
Closing Date for Receipt of Applications: 14.09.2015

JOB TITLE	Project Field Officer
NUMBER OF POSITIONS	THREE (3)
DUTY STATION	Chios/Samos/Kos
TYPE OF APPOINTMENT	Fixed-term, full time, until 15 March 2016
ORGANIZATIONAL UNIT	Apostoli
STARTING DATE	ASAP

BACKGROUND

Implementer: The non-governmental, non-profit Organization “Apostoli” is the humanitarian arm of the Orthodox Church of Greece. Apostoli was founded in 2010 by the Archdiocese of Athens with a national and international scope of activity in the humanitarian, developmental, and educational sector. Apostoli’s constant pursuit is to become the means of relief of humble people. (www.mkoapostoli.gr)

Donor: International Orthodox Christian Charities, Inc. (IOCC), based in Baltimore, Maryland USA, was established in March 1992 as the official international humanitarian organization of the Assembly of Canonical Orthodox Bishops of North and Central America. Since its inception, IOCC has distributed \$534 million USD in emergency relief and development assistance to families and communities in more than 50 countries. (www.iocc.org)

JOB PURPOSE

The Project Field Officer will be deployed either to Chios, Samos or Kos, for the purpose of implementing, monitoring and evaluating the IOCC-funded activities implementing by Apostoli and supporting the Greek local authorities in efforts to strengthen the first reception response to new arrivals in mixed migratory movements in the respective region. The Project Field Officer will report to the Project Coordinator and work under the overall supervision of the Apostoli office in Athens. The incumbents will be based on the islands of Chios, Samos and Kos, respectively, and will work in their respective duty station, at various facilities, including police-stations, port areas, ad hoc structures, where new arrivals are received. There is the possibility of incumbents conducting missions to other locations as well as of working outside regular working hours, in case required. The Project Field Officer will carry out the following functions:

KEY ROLES AND RESPONSIBILITIES

1. Responsible for the daily and smooth planning, implementation and coordination of Apostoli/IOCC activities such as distribution of food and non-food items, overseeing of sites’ reconstruction/renovation, etc.;
2. Prepare reports highlighting relevant operational factors affecting the humanitarian situation and response efforts as required for internal and external use;

3. Maintain data and regularly report in written form to Apostoli in Athens on the profile of new arrivals, entry, first reception and referral practices, on the further administrative treatment of new arrivals and other developments;
4. Provide substantial assistance in the implementation of inclusive, field-level humanitarian coordination mechanisms, including liaison with UNHCR representatives, international and local NGOs, and local authorities; support sector/cluster working groups as required; and facilitate exchange on cross-cutting issues;
5. Liaise with humanitarian partners on the collection of information to effectively map areas of humanitarian needs and response activities in support of coordination efforts
6. Facilitate the preparation of needs assessments and monitoring missions in favor of Apostoli/IOCC;
7. Support advocacy initiatives on issues impacting humanitarian needs and response efforts through the collection of information, liaison with humanitarian partners, government officials, and media, development of appropriate strategies, etc.;

QUALIFICATIONS AND KEY COMPETENCIES:

- University degree (BA) in Law, Social Science, Political Science, International Relations or other relevant discipline;
- Minimum of two (2) years of relevant working experience, in particular, in the humanitarian or refugee field;
- Excellent use of Microsoft Office;
- Excellent communication and inter-personal skills and ability to work in a multicultural team;
- Excellent oral and written Greek and English language skills, Arabic will be an added advantage;
- Good research, writing and analytical skills;
- Knowledge and understanding of the asylum situation in Greece

HOW TO APPLY:

Interested candidates should submit a detailed CV of maximum four pages and a motivation letter with full and up to date contact details via email, to:

1. Mr. Nikolaos Katsiaras, HR Manager, n.katsiaras@mkoapostoli.gr
2. Mrs. Despina Katsivelaki, Program Coordinator, D.Katsivelaki@mkoapostoli.gr

The Vacancy Notice number **PFO_GR/15_09_03**, the applicant's full name and the location of interest must be quoted in the email subject line.

The closing date for receipt of applications is Monday, 14.09.2015.

Applications from qualified local candidates residing in Greece are particularly encouraged.