

## **Terms of Reference**

Job Title: Translators-Hygiene Promotion Assistant (2 positions), WASH Program  
Reports to: Apostoli Program Coordinator for IOCC-funded projects  
Location: Attica/ Athens, Greece  
Duration: September 1 – December 31, 2016

### **I. Summary**

The Translators/ HYGIENE PROMOTION ASSISTANT (National contract only) contributes to the maintenance of hygienic conditions and overall health in relation to water and sanitation in camp and non-camp settings through providing support to the Hygiene Promotion Officer in the planning and implementation of a variety of hygiene promotion activities and the management of Hygiene Monitors and/or community facilitators. The Hygiene Promotion Assistant reports to the Hygiene Promotion Officer, and supervises the daily activities of the Hygiene Monitors.

### **II. General Responsibilities and Essential Functions**

- Support and undertake assessments of hygiene conditions in camp, collating data, and supporting the writing / dissemination of reports on findings; Provide input to the planning of activities in response to findings; Mobilize members of the communities to take ownership of improved hygiene practices and environment; Help identify and supervise facilitators within the communities; Organise teams of community-based Hygiene Monitors to regularly assess and report on hygiene conditions and issues; Conduct participatory hygiene promotion sessions, training and awareness within communities.
- Conduct visiting to assess, inform and motivate families to improve hygiene and living conditions when required; Promote hygiene education through a variety of means, such as information sharing, dissemination, communication materials; Provide support to the distribution of hygiene items and conduct follow up training and monitoring of proper use of hygiene items; Input to weekly reports and to assist in PDM exercise after distribution.
- Develop contacts with community leaders and key stakeholders to explain and promote the organization and projects; Act as a link between the organization and the beneficiaries.

### **III. Qualifications & Key Competencies**

1. Technical diploma in public health, nursing, education or similar;
2. Excellent oral and written Arabic or Dari/ Afghan Persian language skills. Greek or English will be an extra advantage.
3. Minimum of one (1) years of relevant working experience in community or public health, education or social work; Experience within the humanitarian sector will be an advantage. Experience within volunteer work with migrant populations will be an asset.
4. Good research, writing and analytical skills; Solid experience in reporting, both in English and Greek
5. Experience in personnel management and ability to engage and mobilize people;
6. Experience in public speaking, in making presentations and arranging trainings; Excellent communication and inter-personal skills, including sensitivity and tact; Ability to work in a multicultural team;
7. Good knowledge in computer software such as MS Excel, PowerPoint, and Word.
8. Driver's license B' is required.
9. Ability to build strong personal and organizational relationships with all internal and external staff, partner organizations and other contacts; ability to work and to communicate effectively with the suppliers and partners to ensure compliance with Apostoli policies and procedures; ability to produce accurate work under tight deadlines; tenacity in observing procedures, regulations, local laws and other requirements in implementing and maintaining Apostoli programs; detail-oriented; good analytical and problem-solving abilities, and demonstrable initiative and creativity.

**HOW TO APPLY:**

Interested candidates should submit a detailed CV (in English), and a motivation letter of up to 1 page via email, to:

1. Mr. Nikolaos Katsiaras, Apostoli HR Manager, [n.katsiaras@mkoapostoli.gr](mailto:n.katsiaras@mkoapostoli.gr)
2. Mrs. Chrysanthe Loizos, IOCC Projects Coordinator, [cloizos@iocc.org](mailto:cloizos@iocc.org)

The Vacancy Notice number HPA0804, and the applicant's full name must be quoted in the email subject line. The closing date for receipt of applications is Friday, 26.08.2016. For any relevant information please contact: 2130-184420.