

**HYGIENE PROMOTION OFFICER**  
**Vacancy Notice – HPO\_GR/09.09**  
**Closing Date for Receipt of Applications:**

JOB TITLE	Hygiene Promotion Officer
NUMBER OF POSITIONS	ONE (1)
DUTY STATION	Athens
TYPE OF APPOINTMENT	Fixed-term, full time, until 31 December 2016
ORGANIZATIONAL UNIT	Apostoli
STARTING DATE	ASAP

**BACKGROUND**

Implementer: The non-governmental, non-profit Organization “Apostoli” is the humanitarian arm of the Holy Archdiocese of Athens. 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](http://www.mkoapostoli.gr))

International Orthodox Christian Charities, Inc. (IOCC), based in Baltimore, Maryland USA, was established in March 1992 and is the official international humanitarian organization of the Assembly of Canonical Orthodox Bishops of the United States of 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](http://www.iocc.org))

Donor: Norwegian Church Aid (NCA) is an international non-profit organization based in Norway that works with people and organizations around the world in their struggle to eradicate poverty and injustice. We help those whose needs are greatest, regardless of race, creed, political or religious affiliation. NCA is responding in humanitarian emergencies, mainly with water, sanitation and hygiene interventions. ([www.nca.no](http://www.nca.no))

**JOB PURPOSE**

The Hygiene Promotion Officer will be based in Athens, for the purpose of designing, implementing and supervising NCA-funded hygiene promotion activities implemented by IOCC/Apostoli, responding to the refugee/migrant situation on the Greek Mainland, mainly in Attica and Central Greece. The Hygiene Promotion Officer will report to the Apostoli Program Coordinator and work under the overall supervision of the Apostoli office in Athens. The incumbent will be based in Athens, but will be required to travel extensively to field sites around mainland Greece, where refugees/migrants are being accommodated. The Hygiene Promotion Officer may be required to travel to other parts of Greece to monitor projects and may need to work outside regular working hours. The Hygiene Promotion Officer will carry out the following functions:

**KEY ROLES AND RESPONSIBILITIES**

1. Participate in developing a hygiene promotion strategy for the targeted refugee and migrant accommodation sites, based on the specific needs and the cultural background
2. Participate in needs assessment missions and assess the overall hygiene situation in order to identify needs and gaps in services or hygiene and cleaning items for persons of concern.
3. Based on the needs assessments and KAP baseline survey, propose possible areas of interventions for IOCC/Apostoli, in order to prevent WASH related diseases and encourage positive hygiene behavior, taking cross cutting issues (gender, protection etc.) into consideration.
4. Plan, implement and monitor the distribution of WASH (non-food items) NFIs, to be followed by post distribution monitoring exercise.
5. Identify, train, follow up and manage community mobilizers from the refugee and migrant population.
6. Plan, implement and monitor hygiene promotion awareness activities, using various communication and participatory techniques.
7. Ensure that all stakeholders are actively involved in the process of choosing, designing and implementing a hygiene promotion intervention, including vulnerable population like women, people with disabilities, unaccompanied minors, ethnic and religious minorities, etc.
8. Prepare fully detailed lists of hygiene and cleaning items (item descriptions, amounts and quantities among other) for the distributions in each site and collaborate with the IOCC/Apostoli logistics department in the preparation of tendering documents and tender follow up.
9. Carry out KAP baseline and endline survey in order to establish a baseline and to tailor the hygiene promotion program to the affected population, as well as measuring the impact of the delivered services at the end of the project.
10. Liaise effectively with all relevant local authorities and make sure that all IOCC/Apostoli’s interventions are according to Greek national legislation.

11. Prepare written reports in English for donor agencies and others as required;
12. Actively participate in WASH and/or health related coordination meetings and/or working groups when requested.
13. Liaise with humanitarian partners on the collection of information to effectively map areas of humanitarian needs and response activities in support of coordination efforts and to avoid duplication.
14. Adhere to code of conduct ensure that all Apostoli hygiene promotion interventions adhere to core humanitarian standards and do-no-harm principles.

**QUALIFICATIONS AND KEY COMPETENCIES:**

- University degree in social work, public health, community health, nursing, education or similar;
- Minimum of three (3) years of relevant working experience in community or public health, education, nursing or social work;
- Experience within the humanitarian sector will be an advantage
- Experience within volunteer work with migrant populations is an asset
- Solid experience in reporting, both in English and Greek
- Experience in personnel management and ability to engage and mobilize people.
- 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;
- Proficiency in computer software such as MS Excel, PowerPoint, and Word.
- Excellent oral and written Greek and English language skills. Arabic or Dari/Afghan Persian will be an added advantage;
- Good research, writing and analytical skills;
- Knowledge and understanding of the relevant Greek public health legislation.
- Driver's licence B' is required

**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

CV and motivation letter should be submitted in **English and Greek**. In the motivation letter, applicants must state a) the date on which they can begin working full-time and b) whether they have any limitations to working full-time (e.g. part-time jobs, educational commitments, etc.)

The Vacancy Notice number **HPO\_GR/09.09** and the applicant's full name must be quoted in the email subject line.

**The closing date for receipt of applications is Friday, 09.09.2016.**

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