



## ΑΝΑΛΥΤΙΚΗ ΠΡΟΣΚΛΗΣΗ ΕΚΔΗΛΩΣΗΣ ΕΝΔΙΑΦΕΡΟΝΤΟΣ ΓΙΑ ΠΡΟΣΛΗΨΗ ΠΡΟΣΩΠΙΚΟΥ

'Apostoli' is the charity organization of Holy Archdiocese of Athens, established in 2010 as a Non - Profit Organization with national and international scope with activities mainly in the humanitarian, educational and developmental fields. The humanitarian projects in Greece focus on the relief of poor people living in poverty by serving thousands of families every month through soup kitchen programs, food banks and prepaid grocery cards. Moreover, Apostoli provides medical support by operating nine mental health facilities and organizing several educational programs that benefit low income families. The last four years implements programs in primary agro - food sector with main scope to strengthen and develop small productive units.

**PROJECT OFFICER** for humanitarian project activities of NGO APOSTOLI

### **JOB SUMMARY**

The Project Officer will support the Humanitarian Coordinator in implementation, monitoring and reporting of specific project activities related to emergency humanitarian tasks.

### **QUALIFICATIONS**

The candidate for the position should hold a University degree or equivalent in Social Sciences, or other closely related fields.

- At least three years' experience in working with an NGO; one of which should be in a Humanitarian program related to field operations.
- Previous exposure and experience in implementing and monitoring humanitarian projects.
- Dynamic professional with experience in project planning, coordination, monitoring and evaluation of medium to large projects.
- Previous experience in budget and financial management.
- The candidate must have prior experience with data collection, and strong reporting skills.
- Ability to manage multiple priorities under pressure, trouble-shoot, and to meet short- and long-term deadlines
- Basic understanding of humanitarian approaches and standards.

- Experience in networking and working with international actors.
- Highly flexible and capable of working and living in difficult circumstances in a multi-cultural context.
- Ability to work effectively as a team member and independently,
- Excellent English written and verbal communication skills
- The candidate should hold of a driving license

**Applications will be accepted through October 15, 2020.**

**Send CV and accompanying note marked "Project Officer Position Apostoli FCA01020"**  
**to the e-mail address:**

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