



ICMC serves and protects uprooted people: refugees, internally displaced persons and migrants regardless of faith, race, ethnicity or nationality. We advocate for rights-based policies and durable solutions through a worldwide network of member organizations.

PROJECT SUPPORT EXPERT
Vacancy Notice – PSE 01 _GR/16_02
Closing Date for Receipt of Applications: 29.02.2016

JOB TITLE	Project Support Expert
DUTY STATION	Athens
TYPE OF APPOINTMENT	Fixed-term, full time until year end 2016
ORGANIZATIONAL UNIT	UNHCR Greece
STARTING DATE	ASAP

BACKGROUND

The International Catholic Migration Commission (ICMC) is an international non-governmental organisation serving and protecting uprooted people: refugees, internally displaced persons and migrants, regardless of faith, race, ethnicity or nationality. ICMC operates around the world in partnership with government, local actors, faith-based organizations, the United Nations High Commissioner for Refugees (UNHCR) and other partners. Its operations respond to the needs of the most vulnerable individuals and communities, and comprise a broad range of activities, including protection, livelihood, health, NFIs, shelter and cash assistance.

As an implementing partner of UNHCR in Greece, ICMC deploys a highly qualified workforce of affiliate experts to assist UNHCR in providing operational support to the Greek asylum and migration management system. Since 2010, this pool of skilled professionals has been a critical component of UNHCR's protection capacity in Greece. ICMC Experts will be recruited and managed by ICMC and work under the overall supervision of UNHCR Greece. They provide support on matters relating to protection, advocacy, legal information, law, country of origin information analysis, quality assurance, project management and communications.

JOB PURPOSE

Under the overall supervision of the UNHCR Protection Officer, the incumbent will assist the Protection Unit of UNHCR in projects related to the Backlog Clearance and other asylum related projects, including for preparing reports and translating documents from English into Greek and vice-versa. The incumbent will be based at the premises of UNHCR in Athens. He/she will report, as required, to the UNHCR Office in Greece, Athens and will coordinate with the ICMC Liaison Manager and other ICMC program Staff in Athens.

KEY ROLES AND RESPONSIBILITIES

1. Monitor implementation related to the Backlog Clearance project, in cooperation with the MoI, including keeping and updating relevant statistics;
2. Support with the drafting of progress reports (quarterly, intermediate, final) for the backlog clearance project and with other reporting duties on asylum related activities, in a timely and detail-oriented manner;
3. Assist in the organization of asylum-reform related events, including workshops and trainings;

4. Organize monthly meetings for the UNHCR indicated members; keep minutes and follow-up on issues discussed;
5. Provide translation of project documents, reports, and other related documentation as requested;
6. Undertake and ensure quality reporting duties in the context of general protection activities linked to asylum reform project objectives and deliverables;
7. Perform other related duties and administrative support duties as required;

QUALIFICATIONS AND KEY COMPETENCIES

- University degree (BA) in Business Administration, Finance, Office Management, Human Resources or other relevant discipline;
- Minimum of two (2) years of relevant working experience;
- Flexibility to perform a multitude of tasks as part of a small operational support team;
- Excellent oral and written Greek and English language skills;
- Ability to draft in correct, clear and concise language;
- Solid research and analytical skills;
- Excellent organizational skills;
- Excellent communication skills;
- Good command of MS Office applications and other computer programs

HOW TO APPLY

Interested candidates should submit a detailed CV of maximum four pages, a motivation letter and two professional references with full and up to date contact details via email, to:
Mrs. Teressa Kokkali, HR and Project Support Officer, at hr.greece@icmc.net

The Vacancy Notice number **PSE 01_GR/16_02**, 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 29.02.2016

Applications will be evaluated upon reception.

Candidates shortlisted for the post will be invited to undergo written tests and an interview, which will be held in Athens.

Owing to the volume of applications, ICMC regrets that only applicants short-listed for an interview will be notified.

ICMC is committed to equal opportunities for applicants and employees. Applications will be treated in strict confidence.

CONDITIONS OF CONTRACT

The person selected for this position will be appointed for a fixed duration ICMC contract.