

An international humanitarian organization, has a vacancy for the position of

**Database Manager (70%) & Administrative Assistant (30%)  
based in Athens**

**Purpose of the unit and the post**

The tracing activity unit within an international humanitarian organization aims at re-establishing the link between members of families separated by conflicts, natural disasters and other causes such as international migration.

The position gathers two main responsibilities; Database Manager and Administrative Assistant. The person will assist Tracing Agency/ Administrative Officer. He/she will also be responsible of performing various data processing on computer for the operations.

**Your task**

- Performs various data processing on computer
- Assist in performing internal and external follow-up of individual cases
- Carries out translations
- Ensures follow-up and updates of specific files/databases
  
- Assist the Administrative Officer for administrative matters
- Assist in running basic welcome and logistic procedures

**Selection requirements (compulsory requirements)**

- University degree, in a similar function
- 2 to 5 years work experience in a similar function
- Fluent in written and spoken English and Greek
- Very good computer skills

**Your profile**

- Rigorous and trustful person
- Exemplarity
- Methodical
- Is able to work in a intercultural team
- Strong team spirit

Work contract through an employment agency

**How to apply**

Interested candidates are kindly requested to submit the following information: Attach template CV, a detailed covering letter explaining how the candidate meet each of the requirements of the position with concrete examples. Documents to send to [par\\_europe@icrc.org](mailto:par_europe@icrc.org). Before the 31<sup>th</sup> of January 2014. All the documents should be in English only. Note that only selected candidate will be contacted.