



IOM International Organization for Migration
OIM Organisation internationale pour les migrations
OIM Organización Internacional para las Migraciones

TERMS OF REFERENCE

I. POSITION INFORMATION	
Position title Position grade	Information Officer in Evros Region Special VN(23900€ EUR Yearly Gross Salary subject to Ins Premium & Taxation)
Type of Appointment Duty station	Special Contract for three months. Evros Region, Greece
Organizational unit: Vacancy number Estimated Start Date Closing Date	Programs' Management Department GR14/16 01/04/2014 29/03/2014
Reporting directly to	IOM Office in Greece Project Coordinator
Directly reporting staff	

Please be advised that this is a local position and as such only qualified candidates with suitable residence/ working permit in Greece will be considered.

II. ORGANIZATIONAL CONTEXT AND SCOPE
<p>The Information Officer in the framework of the Assisted Voluntary Return and Reintegration (AVRR) project, implemented by IOM Office in Greece, will be responsible for the provision of AVRR information to irregular migrants in Evros Region. The Information Officer will also be responsible for assisting migrants with all administrative and procedural requirements necessary for registration and voluntary return of migrants to their countries of origin. S/he will report directly to the Project Coordinator and provide weekly written reports.</p> <p>The Information Officer will be responsible for liaising with all local authorities and civil society to ensure close cooperation is maintained with all stakeholders. All activities will be conducted with transparency and in accordance with IOM internal rules and regulations, with a view to position IOM Office in Greece as the reference organization in administering programs of such kind.</p>

III. RESPONSIBILITIES AND ACCOUNTABILITIES
<ul style="list-style-type: none">• Provide Assisted Voluntary Return and Reintegration information to irregular migrants.• Distribute information material regarding the AVRR project to local authorities and other relevant stakeholders.• Liaise with national and local authorities in order to proceed with the return of third country nationals that are interested in registering to the respective program.

- Establish and maintain strong and regular liaison with the Project/program partners, such as governmental and non-governmental authorities, as well as with other local and international organizations, for the administrative coordination of the activities, facilitating access to the project's results.
- Report weekly in writing to IOM Athens on activities and other information, as required by IOM Athens on the IOM templates
- Travelling according to the project's requirements as needed and in close coordination with the supervisor
- Perform other duties as required for the successful implementation of the AVRR project

IV. COMPETENCIES

The incumbent is expected to demonstrate the following technical and behavioural competencies

Behavioural

- Accepts and gives constructive criticism.
- Maintain excellent communication and interpersonal skills
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings
- Establishes and maintains effective working relationship with local authorities
- Actively shares relevant information
- Presents goals as shared interests
- Persistent, calm, and polite in the face of challenges and stress
- Seeks input and feedback from others,
- Follows all relevant procedures, processes and policies k) meets deadlines.

Technical

- Works effectively with local authorities, stakeholders, beneficiaries and the broader community.

V. EDUCATION AND EXPERIENCE

- High School graduation certificate. Completed university degree from an accredited academic institution preferably in Social Science, Political Science, and Psychology will be considered a plus

- Relevant working experience in human rights and migration fields.
- Excellent communication skills.
- Excellent oral and written Greek and English language skills.
- Ability to work with national and local authorities.

VI. LANGUAGES

Required

Excellent working knowledge of both Greek and English.	
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Advantageous