

**ASSOCIATE COMMUNITY SERVICES EXPERT
(Children)**

**Vacancy Notice – ACSE (Children) 01 _GR/16_01
Closing Date for Receipt of Applications: 29.02.2016**

JOB TITLE	Associate Community Services Expert (Children)
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 supervision of the Senior Protection Officer and in collaboration with the Protection Officer and the Protection Unit of UNHCR Greece, the Associate Community Services Expert (Children) will be assigned to work on activities of UNHCR related to unaccompanied or separated children (UASC). The Associate Community Services Expert (Children) will also coordinate with the ICMC Liaison Manager and ICMC Program Staff in Athens.

KEY ROLES AND RESPONSIBILITIES

1. Contribute to the implementation of UNHCR's activities related to the protection of unaccompanied and separated children, which includes inter alia documenting applied practices and procedures, keeping abreast of legislative and policy developments, establishing and maintaining working contacts with relevant actors and exploring ways to support the strengthening of the national child-protection system for UASC;
2. Draft interventions of UNHCR Greece related to UASC in accordance with UNHCR's adopted policies and protection framework on children;
3. Assist in UNHCR's representation in working groups and task forces on the implementation of policies concerning UASC, involving Greek authorities and other state and non-state actors;

4. Provide expertise and technical support on UASC to the Directorate of Welfare of the Ministry of Labor and other competent authorities in the implementation of related activities;
5. Liaise with relevant Greek authorities on issues related to UASC, including the First Reception Service, the National Centre for Social Solidarity (EKKA), the Prosecutors General for Children and the Asylum Service;
6. Follow-up and contribute to the implementation of Recommendations on UASC elaborated by UNHCR at the end of the Project "Protecting Children on the move", in the UNHCR's Paper on Greece as a country of asylum, and the latest intervention with Recommendations to the Alternate Minister of Migration Policy, including in close coordination with UNHCR's NGO partners;
7. Contribute to the effective implementation of UNHCR supported projects targeting UASC;
8. Draft positions on issues pertaining to UASC in the Greek context, update other public documents or leaflets, prepare presentations and draft reports as necessary.
9. Any other task related to UASC or the reception of children, as assigned by the Senior Protection Officer.
10. Liaise closely and provide guidance to UNHCR Field Offices as well as receive feedback regarding the administrative treatment of UASC so as to inform relevant advocacy.
11. Undertake monitoring visits to transit accommodation facilities, Reception Centres for UASC and other projects such as Day centres targeting UASC.
12. Promote UNHCR BIA/BID procedures and advocate for the adaptation of relevant procedures and the establishment of relevant national policies.
13. Identify needs and protection gaps and propose relevant projects in the operational context.
14. Promote and strengthen the child protection element in UNHCR projects by working closely and providing input to the Senior Protection Associate, the Protection Officer and the Program Unit at the planning face as well during implementation.
15. Supports and follow-up the implementation of the Family and children Protection Hubs.

QUALIFICATIONS AND KEY COMPETENCIES

- Advanced University degree in Law, Social or Political Sciences or other relevant discipline;
- Minimum of three (3) years of relevant working experience and good knowledge of the international child-rights system;
- Excellent oral and written Greek and English language skills;
- Excellent communication skills and ability to work in a multicultural team;
- Knowledge and understanding of the asylum situation in Greece an asset

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 **ACSE (Children) 01_GR/16_01**, the applicant's full name and the location of interest must be quoted in the email subject line.

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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.