



Restoring Dignity, Inspiring Change

PROJECT SUPPORT EXPERT

Vacancy Notice – PSE 01 _GR/16_02

JOB TITLE	Project Support Expert
LOCATION	Athens, Greece
ORGANIZATIONAL UNIT	UNHCR Greece
TYPE OF CONTRACT	Full time, fixed-term until end of 2016
STARTING DATE	As soon as possible
CLOSING DATE FOR APPLICATIONS	29 February 2016

ABOUT ICMC

The International Catholic Migration Commission (ICMC) is an international non-governmental organization whose mission is to protect and serve uprooted people, including refugees, asylum seekers, internally displaced people, victims of human trafficking, and migrants - regardless of faith, race, ethnicity or nationality. In collaboration with governmental and non-governmental partners, and through a worldwide network of members, ICMC implements and advocates for right-based policies and sustainable solutions to address global migration challenges. ICMC's operations are aimed to respond to the needs of vulnerable individuals and communities, and focus on protection, humanitarian assistance, resettlement, and migration and development.

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. The ICMC experts will be recruited and managed by ICMC and will work under the overall supervision of UNHCR Greece. They provide support on matters relating to protection, advocacy, legal information, country of origin information analysis, quality assurance, project management and communications.

SCOPE OF WORK

Under the overall supervision of the UNHCR Senior 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 Athens, Greece and will coordinate with the ICMC Liaison Manager and other ICMC program staff in Athens.

RESPONSIBILITIES

- Monitor implementation related to the Backlog Clearance project, in cooperation with the Mol, including keeping and updating relevant statistics;
- Support the drafting of progress reports (quarterly, intermediate, final) for the Backlog Clearance project and other reporting duties on asylum-related activities, in a timely and detail-oriented manner;
- Assist in the organization of asylum-reform related events, including workshops and trainings;
- Organize monthly meetings for the UNHCR indicated members; keep minutes and follow-up on issues discussed;
- Provide translations of project documents, reports, and other related documentation as required;
- Undertake and ensure quality reporting duties in the context of general protection activities linked to asylum reform project objectives and deliverables;
- Perform other related duties and administrative support duties as required.

REQUIREMENTS

- 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;
- 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** and the applicant's full name must be quoted in the email subject line.

The closing date for receipt of applications is **29 February 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.

CONDITIONS OF CONTRACT

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

ICMC is committed to equal employment opportunities for all applicants. ICMC does not discriminate on the basis of race, gender, color, national origin, religion, physical or mental ability, marital status and age. Applications will be treated with strict confidentiality.