WORK WITH US

**ACCOMMODATION SUPERVISORS**

Duty Station: **Ioannina**

**Purpose/objective of the position**:

The Accommodation Supervisor is responsible to ensure quality in delivery of all activities related to the day to day runnings of INTERSOS accommodation facilities.

**Management and Program Quality**

* Operate within a rights-based approach and ensure that all activities done are within a protection centred environment.
* Understand and ensure that standards and legislation in relation to accommodation are in line with the relevant SOPs and with Greek Authorities together with the support of internal and external legal advice.
* Support in provision of necessary data as requested so as to facilitate external reporting in relation to the population hosted within the accommodation in question
* Provide regular progress reports to Senior Accommodation Supervisor and other focal points where required.
* Notify the coordinator and the WASH and Shelter team in relation to matters pertaining to the maintenance and upkeep of the accommodation facilities.
* Monitor the state of the accommodation from the perspective of safety and security requirements
* Provide information within the ethos of monitoring of protection related issues within the accommodation. Ensure that the accommodation aides a stronger protection environment, problem solve and trouble shoot where it does not.
* Assist with the process of data collection
* Support in the coordination of transfers in and out of accommodation.
* Support in dissemination of information to PoCs e.g. transport, communication from owners and house safety matters.

**Monitoring and Reporting**

Provide regular reporting to Senior Accommodation Supervisor and Project Officer

**Finance and Administration**

* Comply with all established procedures for financial management
* Operate within budget lines assigned to the specific accommodation scheme.

**Human Resources and Personnel Management**

* Contribute to respectful and positive working relationships, which allow for the effective implementation of all activities.
* Liaise closely with other staff operating within the accommodation facility.

**Logistics and Procurement**

 Collaborate with the logistics team/ procurement team to ensure procurement processes are followed in the execution of tasks.

**External Relations**

* Maintain day to day relations with the owner of buildings contracted.
* Maintain relationships ensuring contractual obligations are respected by both sides and relaying messages as required.
* Establish and maintain relations with the neighbouring communities

**Other**

Perform other tasks and duties as required in order to ensure a correct implementation of project activities

**Skills**

* Experience in real estate management would be an extra asset
* Strong administrative skills
* Excellent IT skills, excellent use of Microsoft Office (Word, Excel, outlook etc) & internet
* Excellent organizational and coordination skills
* Ability to work under pressure
* Practical ability
* Attention to detail
* Good communication skills
* Team player and highly motivated for the job

**Education and past experience**

* Desirable Degree from Technical Institutions
* Native in Greek, Fluent in English both written and verbal
* Desirable working experience with NGOs
* Past experience in a similar job will be an asset

If you are really interested in the position, please send your **CV** in **English** accompanied by a **Cover Letter**, until **Sunday 10/03/19**, to: **jobs@intersos.gr**

Only **shortlisted candidates** will be informed in case of interview appointment.