**Position: Administrator / Logistician**

**Contract duration**: 10 months (renewable)

**Location**: Athens - Greece (with frequent travelling to Thessaloniki)

**Starting Date**: ASAP

**Status:** Full Time

**Background on SolidarityNow**

SolidarityNow (SN) was founded in 2013 upon an initiative of the Open Society Foundations (OSF). SN acts as a network of people and organizations working together to alleviate the suffering of those worst affected by the socio-economic crisis. Until now SN has supported and funded over 70 projects around Greece in the areas of legal, medical, psycho-social support, education and culture and job-creation amongst others.

SN’s initial intervention took place in the wider area of Thessaloniki and Athens through Solidarity Centers; these are “one stop shops”, hosting a variety of civil society organizations and covering a wide range of relief and context-related services and actions (i.e. medical aid, legal and psycho-social support, employability support, human rights monitoring, promotion, protection and advocacy).

SN is also greatly involved in the recent emergency response related to refugees and migrants arriving in the country. During summer 2015, SN was the only donor that allocated a total of more than 6 million euros for a blend of projects raising from emergency response to medium and longer term concepts as migrants’ integration and anti-trafficking.

**Solidarity Now Response to Population on the Move Crisis**

“What is unfolding today in front of Greece, Europe, and the whole world is not a refugee crisis. It is a crisis of solidarity”.

Considering the urgent needs of displaced people as they arrive in Greece, “SolidarityNow” supports the implementation of programs with donations exceeding 10 million euros.

The projects and actions have been chosen to offer assistance to these populations through emergency services and by following a holistic approach. Among them, are projects of direct support towards the Asylum and First Reception Service, the communication and advocacy efforts of MSF, the operation of the MDM-Greece Polyclinic in Patra where the Regional Asylum Office for Western Greece is also co-sheltered and the National Rapporteur on trafficking. These programs give priority to the immediate relief of refugee and migrant populations while also supporting advocacy and awareness-raising activities in an effort to promote an effective response to needs, as they arise. Finally, they balance support between civil society organizations and state actors.

“SolidarityNow” supports 24 programs in total to meet the needs of the Populations on the Move.

* Health: 6
* Legal Support: 4
* Housing, Relief & Necessities: 8
* Information & Protection: 4
* Advocacy & Awareness: 2

**Programme Context**

Since Greece’s entry points became the playing field of a refugee crisis, SN has been intervening by supporting a number of state and non-state actors on the ground in the Dodecanese and North-Eastern Aegean islands that are most under pressure (Lesvos, Kos, Chios, Leros, Tilos), as well as Athens, Thessaloniki and the Northern Greek borders. The support offered ranges from psycho-social support to People on the Move, distribution of NFIs, short term accommodation or shelter, supporting the national asylum service and the first reception center, and reinforcing the protection of vulnerable groups amongst others.

Athens and Thessaloniki represent the two urban points of transit in Greece in the refugee crisis; recently, they have also become the two main locations for temporary accommodation. At the moment, 32,000 people are stranded in Greece while the FYROM border remains marginally open.

SN recently applied to a relevant UNHCR Call for Proposals and got funded in order to implement a hosting scheme in support of asylum seekers and people eligible to participate into the relocation procedure.

The overall objective of the proposed intervention –i.e. the Solidarity Now Hosting scheme project- is to contribute to the planned increase of accommodation for asylum seekers (including Relocation) and to the establishment of 20,000 reception places, as per occupancy rate.

The specific objective of the project is to create 700 places of temporary accommodation for asylum seekers (including Relocation), 600 in Athens/Attica area and 100 in Thessaloniki & surrounding municipalities’ area.

The project seeks to encourage and engage local civilians and settled migrants legally residing in Greece in a practical demonstration of “solidarity in action”, by opening up their homes to the target group in the shape of an innovative hosting scheme and thus ensuring the dignified accommodation of vulnerable people for a time-bound period.

**Job purpose**

The post holder is expected to design, implement, consolidate, deepen and extend support services in relation to the Hosting scheme project. Her/his responsibilities will include ensuring effective coordination between support services, the project team and HQs in order for the planned activities to be running smoothly, with the necessary quality and transparency and without unnecessary delays. The Administrator/Logistician is the main safeguard of the project’s and organization’s procedures of implementation. As some duties will require presence and work in Thessaloniki, the ideal candidate may be able to work unsupervised following distance management procedures.

**Main Duties & Responsibilities**

* Apprehend and perform/implement all administrative and logistics aspects of the project;
* Implement the project’s HR strategy and ensure proper follow up and documentation of HR processes;
* Collaborate in defining and implementing a project’s financial, HR and logistical operations strategy in coordination with HQs;
* Ensure the project’s logistics in Athens and Thessaloniki are run efficiently: participate and follow up on a transparent procurement requests/offers system in cooperation with HQs and other field staff;
* Supervise and monitor the appropriate usage of the project’s and organization’s assets;
* Maintain and update the project’s IT software and database;
* Document meetings and prepare minutes, participate in the organization and realization of workshops and other communications related activities in support of the project;
* Link up the necessary services to the project’s beneficiaries (e.g. health, protection, basic care) ensuring that these are provided in a do-no-harm, uninterrupted and quality way.

**Lines of Hierarchy and reporting:**

(S)he reports to the Program Manager and works in collaboration with the HQs Programs, Finances and Operations Departments.

**Qualifications:**

**Essential:**

* University degree from an accredited academic institution in Business and/or Administration (or alike) or completion of the Secondary Education with post-secondary training/certificate in Business Administration, Political Science or related field;
* Minimum four (4) years of experience in providing administration support and logistics, preferably in NGO context;
* Ability to work on own initiative and as part of a multi-cultural and multi-disciplinary team;
* Ability to work under high pressure with a great level of personal organization;
* Experience and knowledge of effective budgetary control and managing procurement;
* Strong IT skills.

**Desired:**

* Experience working with international institutional emergency donors (e.g. ECHO, etc.);
* General knowledge of UN rules & regulations (previous knowledge/experience of UNOCHA Cluster system and/or work and experience in a UNHCR managed international/refugee crisis).

If you are interested in applying, please fill send your CV and motivation letter to [recruitment@solidaritynow.org](mailto:recruitment@solidaritynow.org) by March 15th, 2016 (EOB), mentioning in the email subject “Administrator/ Logistician”.