WORK WITH US

**INTERSOS** is an Italian humanitarian aid Organization that works all over the world to bring assistance to people in danger, victims of natural disasters, armed conflicts or living conditions of extreme exclusion. INTERSOS' actions are based on solidarity, justice, human dignity, equal rights and opportunities for all people and respect of diversity and coexistence, paying particular attention to the most vulnerable segments of the population.

Since March 2016 INTERSOS has begun its operations in Northern Greece. Office Headquarters are in Thessaloniki and opportunities are now available with deployment in **Ioannina** and **Thessaloniki.**

If you are searching for a challenging and exciting new opportunity in the non-profit sector, have or are seeking to gain experience working with refugees, speak fluent Greek and have a good level of English then keep reading!

We are currently seeking to fill the following vacancies:

**SENIOR ACCOMMODATION SUPERVISOR**

Duty Station: **Ioannina**

**Purpose/objective of the position**:

The Senior Accommodation Supervisor is responsible to manage the accommodation team and 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.
* Provide necessary data as requested so as to facilitate external reporting in relation to the population hosted within the accommodation in question, with a specific focus on data provision to the donor and coordination mechanisms established.
* Provide regular progress reports to Project Manager, Protection Coordinator and Legal Representative and other focal points where required.
* Ensure smooth coordination between Accommodation team and 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
* Share information collected within the ethos of monitoring of protection related issues within the accommodation. Ensure that the accommodation aides a stronger protection environment and follow up on troubleshooting and problem-solving methods of accommodation staff.
* Coordinate the process of data collection
* Ensure smooth coordination of transfers in and out of accommodation.
* Oversee dissemination of information to beneficiaries e.g. transport, communication from owners.

**Monitoring and Reporting**

* Provide regular reporting to Project Officer and Protection Coordinator
* Monitor performance and development of accommodation team members
* Compile requested reports for internal and donor use
* Provide regular reporting to Project Officer and Protection Coordinator

**Finance and Administration**

* Comply with all established procedures for financial management
* Plan the spending framework for accommodation budget and submit to the Project Manager.
* Ensure the budget dedicated to accommodation is spent adequately and in a timely manner
* Ensure accommodation staff follows administration procedures.
* Operate within budget lines assigned to the specific accommodation endeavour.

**Human Resources and Personnel Management**

* Ensure the creation and maintaining of respectful and positive working relationships, which allow for the effective implementation of all activities.
* Manage staff operating within the accommodation scheme
* Ensure reporting mechanisms are followed by the managed staff
* Contribute to the selection of accommodation team staff
* Regularly provide feedback and review performance of accommodation staff
* Ensure smooth communication is established and maintain within the accommodation team and with other supporting entities.

**Logistics and Procurement**

Ensure that the accommodation team follows procurement processes in the execution of tasks.

**External Relations**

* Maintain relations with coordination mechanisms.
* Maintain relations with relevant focal points in relation to the management of the accommodation scheme and all pertinent processes.
* Oversee the maintaining of day to day relations with the owner of buildings contracted.
* Oversee the establishment and maintaining of relations with the neighbouring communities
* The Senior Accommodation Supervisor is one of the focal points for local institution relations pertinent to the management of Accommodation namely:
* Municipalities according the matter discussed
* Police authorities in connections to issues related to Accommodation
* Other state actors in connection to discussions related to Accommodation

**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 skill
* 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**

* Degree as a Mechanical Engineer will be an asset
* Native in Greek, Fluent in English both written and verbal
* At least two years’ 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 06/01/19**, to: **recruitment.hellas@intersos.org**.

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