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 PROJECT MANAGER**

Duty Station: **Thessaloniki** (with frequent travelling to **Ioannina** and vice versa)

**Purpose/objective of the position**

The Senior Project Manager is responsible for the overall management of the UNHCR

project and for its entire implementation process, ensuring the achievement of its

objectives and results

In coordination with the Legal Representative and the Protection Coordinator supports the

overall development of the Greece Mission in accordance with INTERSOS Hellas country

strategies, plan and policies

**Management and Programme Quality**

* Ensures that the project reach high quality of performance through the implementation of
* the organization’s tools and approaches
* Undertaking regular project visits to provide technical guidance and supervision as well as
* regularly monitoring the progress of project activities.
* Supporting the development, implementation and evaluation of the Mission strategy and
* program.
* Ensuring the integration of activities with other INTERSOS projects, as well as

coordinating with other actors intervening in the same area.

* Representing INTERSOS in relevant thematic working groups as well as other

coordination and meetings, as needed

* Promote teamwork and good coordination to ensure integration and homogenous quality

implementation of the project

* Enhance a positive identity of INTERSOS across the mission
* Build a strong collaborative network among partners and community in the spirit of the

participatory approach of INTERSOS program

* Ensure with the support of the Protection Coordinator that all sectors are considering
* Protection Mainstreaming actions

**Monitoring and Reporting**

* Provide regular reporting to Migration Unit and Legal Representative when required
* Preparing, managing and regularly updating the project activities work plan and related financial plan, ensuring timely and quality implementation in compliance with the defined project strategy as well as INTERSOS and donor guidelines.

**Finance, Administration and Logistics**

* Coordinating with logistics, administration and finance units to procure all equipment, supplies and materials required to implement the project activities, ensuring cost efficiency and accountability in compliance with INTERSOS and donor regulations and procedures.
* In coordination with the administration and finance units, approving the release of instalment payments to suppliers in line with the works progress.
* Preparing periodic project narrative and financial reports as well as other ad hoc reports, according to INTERSOS and donor requirements.
* Collaborate with the logistics team/ procurement team to ensure procurement processes are followed in the execution of tasks.
* Comply with all established procedures for financial management
* Operate within budget lines assigned to the specific project

**Human Resources and Personnel Management**

* Addressing hiring needs and managing contracts in accordance to guidelines provided by the Legal Representative
* Managing project staff and promoting role-positioning, education, training, growth and assumption of responsibility.
* Supervising, motivating and appraising project staff, while promoting cohesion.
* In coordination with the Human Resources Unit, carrying out recruitment procedures when needed.
* Training, coordinating and supervising the project staff and evaluating their performance.
* 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

**External Relations**

* Establishing and maintaining collaborative relations with UNHCR, local authorities, partners, project stakeholders and other organizations working in the project areas.
* Proactively participating in all relevant coordination meetings.

**Other**

* Defining the operating processes required to ensure a proper management of the project (roles, procedures, decision-making, operating processes, working methodologies, etc.).
* Perform other tasks and duties as required in order to ensure a correct implementation of project activities

**Professional Experience**

* At least 3 years’ experience working in a complex context is required
* Experience working in the Humanitarian Greek context will be an asset
* Strong Experience in Project Cycle Management
* Demonstrated experience in managing a large team
* Knowledge of proposal development

**Professional Requirements**

* Ability to set high standards for quality of work and quick adaptability and flexibility
* Ability to manage human, technical, administrative and financial resources.
* Team management skills
* Facilitating and encouraging open communication in the team, communicating effectively

**Educational Background**

* University Degree in Project Management, Business Administration, International Relations
* Master’s Degree on relevant field or demonstrated program management experience

**Personal Skills**

* Strong team spirit and leadership
* Flexibility
* Ability to work in partnership with several stakeholders and under stressful conditions.
* Excellent negotiation and communication skills
* Ability to delegate tasks and work in team
* Ability to work under pressure and to meet tight deadlines
* Strong organizational and problem-solving skills with analytical approach.
* Good computing skills

**Language Skills**

* Greek National, or legally allowed to work in Greece (Greek National Contract)
* English, excellent command in both speaking and writing

If you are really interested in the position, please send your **CV** in **English** accompanied by a **Cover Letter**, until **Sunday 06/01/18**, to: **recruitment.hellas@intersos.org**.

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