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:

**SUPPLY / LOG CLERK**

Duty Station: **Thessaloniki**

**Purpose/objective of the position**:

Supply / Log Clerk will be in charge of keeping all Intersos facilities in optimal condition. His area of expertise includes heating, plumbing, electrical repairs, landscaping and carpentry. The specific employee will make sure that facilities are organized and functional by completing the following duties: daily monitoring of the buildings, performing minor fixes and repairs, checking electrical wiring, installing and maintaining equipment, making sure safety systems are in good working condition, replacing light bulbs, sockets, unblocking pipes, siphons, and observing unsafe situations. The candidate should have very good knowledge of electrical, plumping and heating systems.   
Supply / Log Clerk will be part of Accommodation Team, so besides all repair and technical issues he will contribute on Accommodation Team daily tasks

**Monitoring and Reporting**

* Carry out all minor repair works requested by the Accommodation Team across all assigned areas including, but not limited to, the maintenance of pipes, taps, showers, sinks, latrines, flush tanks, siphons, basic electrical and heating repairs
* Liaise between the technical Accommodation team, Wash team, and the refugee and migrant population with certain water/electrical/heating repairs
* Help identify poor hygiene practices which can be addressed and carried out on the sites including, but not limited to; drainage, runoff, septic tank conditions
* Keep up to date records and analysis of activities and advice on material and stock needs in good time
* Ensure that tasks are completed in a timely manner and to quality standards
* Ensure all maintenance activities take into consideration the needs of women, girls, persons with disabilities, and older persons
* Attend training sessions as required
* Perform maintenance and light repairs
* Undertake light installation or carpeting (e.g. build cabinets)
* Repair equipment or appliances
* Undertake duties as assigned or emergency tasks
* Identify and report the need for major repairs
* 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.

**Other**

* During his/her work, uphold all relevant INTERSOS standards, code of ethics, and humanitarian principles
* Fully comply with the INTERSOS safety and security procedures

**Skills**

* Excellent communication skills
* Flexibility and adaptability
* Able to work under pressure
* Service oriented

**Education and past experience**

* Degree and specialization in Logistics/Supply Chain/Technical Institutions will be an asset
* At least two years’ experience in a similar position
* Previous working experience with NGOs will be highly valued

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**](mailto:recruitment.hellas@intersos.org).

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