

PROJECT OFFICER
Vacancy Notice – PFO_GR/16_03_09
Closing Date for Receipt of Applications: 16.3.2016

JOB TITLE	Project Officer
NUMBER OF POSITIONS	ONE (1)
DUTY STATION	Athens
TYPE OF APPOINTMENT	Fixed-term, full time, until 31 August 2016
ORGANIZATIONAL UNIT	Apostoli
STARTING DATE	ASAP

BACKGROUND

Implementer: The non-governmental, non-profit Organization “Apostoli” is the humanitarian arm of the Orthodox Church of Greece. Apostoli was founded in 2010 by the Archdiocese of Athens with a national and international scope of activity in the humanitarian, developmental, and educational sector. Apostoli’s constant pursuit is to become the means of relief of humble people. (www.mkoapostoli.gr)

Donor: International Orthodox Christian Charities, Inc. (IOCC), based in Baltimore, Maryland USA, was established in March 1992 and is the official international humanitarian organization of the Assembly of Canonical Orthodox Bishops of the United States of America. Since its inception, IOCC has distributed \$534 million USD in emergency relief and development assistance to families and communities in more than 50 countries. (www.iocc.org)

JOB PURPOSE

The Project Officer will be based in Athens, for the purpose of implementing, monitoring and evaluating IOCC-funded activities implemented by Apostoli, responding to new arrivals in mixed migratory movements in Athens and Aegean islands. The Project Officer will report to the Project Coordinator and work under the overall supervision of the Apostoli office in Athens. The incumbent will be based in Athens and will be required to travel in and around Attica Region and throughout Greece to sites where refugees/migrants are being accommodated. The Project Officer may be required to travel to other parts of Greece to monitor projects and may need to work outside regular working hours. The Project Field Officer will carry out the following functions:

KEY ROLES AND RESPONSIBILITIES

1. Responsible for day-to-day planning, administration and coordination of Apostoli/IOCC activities;
2. Facilitate procurements, working closely with Apostoli’s legal department and warehouse; draft procurement specifications; identify vendors; and manage deliveries between suppliers and field locations.
3. Provide daily support to field staff stationed on the Aegean islands;
4. Monitor and track project expenses; coordinate payments between Apostoli and suppliers;

5. Prepare written reports in English to donor agencies;
6. Represent Apostoli at coordination meetings, including with UNHCR representatives, international and local NGOs, and local authorities; support sector/cluster working groups as required; and facilitate exchange on cross-cutting issues;
7. Liaise with humanitarian partners on the collection of information to effectively map areas of humanitarian needs and response activities in support of coordination efforts;
8. Facilitate the preparation of needs assessments and monitoring missions.

QUALIFICATIONS AND KEY COMPETENCIES:

- University degree (BA) in Social/Humanitarian Science, Economic Studies, Political Science, International Relations or other relevant discipline;
- Minimum of two (2) years of relevant working experience, in particular, in the humanitarian or refugee field will be considered as an advantage;
- Excellent communication and inter-personal skills and ability to work in a multicultural team;
- Excellent use of Microsoft Office, and in particular Excel;
- Excellent oral and written Greek and English language skills. Arabic or Dari/Afghan Persian will be an added advantage;
- Good research, writing and analytical skills;
- Knowledge and understanding of the asylum situation in Greece

HOW TO APPLY:

Interested candidates should submit a detailed CV (**in English and in Greek**) of maximum four pages and a motivation letter with full and up to date contact details via email, to:

1. Mrs. Despina Katsivelaki, Program Coordinator, D.Katsivelaki@mkoapostoli.gr
2. Mr. Antonios Bofilios, Project Officer, A.Bofilios@mkoapostoli.gr

The Vacancy Notice number **PFO_GR/16_03_09**, the applicant's full name must be quoted in the email subject line.

The closing date for receipt of applications is Wednesday, 16.03.2016.

Applications from qualified local candidates residing in Greece are particularly encouraged.