

VACANCY ANNOUNCEMENTS

Ημ/νια:10/5/16 Μέσο: ΕΘΝΟΣ Σελίδα: 31



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Mercy Corps is an NGO implementing programs in Greece. We are recruiting for the following positions:

Operations Officer- Athens (PD1001)

BS/BA in logistics or relevant field. Minimum three years experience in procurement logistics department. Effective verbal and written communication in English. Excellent command of MS office.

Finance Officer- Athens (PD1002)

BS in accounting / finance or relevant field. At least four years experience in accounting. Experience in finance department of an NGO preferred. Excellent MS Office skills. Familiarity with Greek accounting system.

General Office Admin Assistant (GOAA)- Athens (PD1003)

BS/BA in office administrating or relevant field. Minimum two years experience in general office administration. Ability to adapt in a multicultural environment. Excellent English and PC skills.

Administration Assistant- Lesvos (PD1004)

BS/BA in business administration or relevant field. Minimum one year experience in an administration position. Effective verbal and written communication in English. Excellent command of MS office. Previous experience with NGO's preferred.

Finance Assistant - Lesvos (PD1005)

BS/BA in accounting, finance or relevant field. Minimum one year experience in accountant, finance or banking sector. Excellent English language and PC skills. Previous experience with NGO's will be considered an asset.

Cash Transfer Officer - Multiple locations and positions (PD1006)

Fluency in Arabic or/and Farsi or/and Pashtu language. Good English skills. BS desirable. Experience with cash/ voucher programs or/ and NGO preferred.

Deputy Program Manager- Lesvos (PD1007)

BS/BA or MA in International development. At least 5 years experience managing projects. NGO experience required. Excellent communication skills. Excellent written and oral English skills.

Food Logistics Assistant- Kos (PD1008)

Experience with community -based programs, excellent communication skills, fluency in English.

All interested candidates with a legal right to work in Greece can submit a full CV in English and cover letter in jobsmercy Corps@gmail.com stating in subject the position and code for which they are applying.

Deadline for applications is **Monday, 16 May, 2016**. All applications will be treated with strict confidentiality. Only shortlisted candidates will be contacted.

Mercy Corps is an equal opportunity employer treating all of its employees with dignity and respect and providing a workplace that is free from discrimination.