



Restoring Dignity, Inspiring Change

ASSOCIATE PROGRAMME & PROCUREMENT EXPERT

Vacancy Notice: APPE_01_GR/19_01

JOB TITLE	Associate Programme & Procurement Expert
LOCATION	Athens
ORGANIZATIONAL UNIT	UNHCR (Greece)
TYPE OF CONTRACT	Fixed term, full time
STARTING DATE	As soon as possible
CLOSING DATE FOR APPLICATIONS	12.02.2019

ABOUT ICMC

The International Catholic Migration Commission (ICMC) is an international non-governmental organization, whose mission is to protect and serve uprooted people, including refugees, asylum seekers, internally displaced people, victims of human trafficking, and migrants - regardless of faith, race, ethnicity or nationality. In collaboration with governmental and non-governmental partners, and through a worldwide network of members, ICMC implements and advocates for right-based policies and sustainable solutions to address global migration challenges. ICMC's operations are aimed to respond to the needs of vulnerable individuals and communities, and focus on protection, humanitarian assistance, resettlement, migration and development.

As an implementing partner of UNHCR in Greece, ICMC deploys a highly qualified workforce of affiliate experts to assist UNHCR in providing operational support to the Greek asylum and migration management system. Since 2010, this pool of skilled professionals has been a critical component of UNHCR's protection capacity in Greece. The ICMC experts will be recruited and managed by ICMC and will work under the overall supervision of UNHCR Greece. They provide support on matters relating to protection, advocacy, legal information, law, country of origin information analysis, quality assurance, project management, and communications.

SCOPE OF WORK

The Associate Programme and Procurement Expert will be a member of the UNHCR deployed team of capacity building experts to the Reception to the Reception and Identification Service (RIS) falling under the Ministry of Migration Policy – General Secretariat of Reception. The team will assist the RIS to build a sustainable first-line reception system in the country and support the proper screening and reception of new arrivals in the country comprising of mixed migratory groups as well as the effective operation of reception facilities for asylum seekers and other third country nationals in the Greek mainland. The Associate Programme and Procurement Expert will work under the supervision of the Senior Protection Associate of UNHCR Athens. A functional communication line will exist with

the competent Programme Unit staff of UNHCR. The incumbent will closely coordinate on daily duties and assignments with the Director of RIS, and upon the Director's guidance will collaborate on respective assignments within the Service with competent Heads of Units and coordinate on human resources related issues with the ICMC Project Support Staff in Athens.

RESPONSIBILITIES

- Provide technical expertise to competent staff and units of the RIS in the domain of programme cycle, notably planning, designing, monitoring and reporting on envisaged activities as per the competencies of RIS under the Law, in accordance with gaps analysis and available resources; technical expertise will include the design and building of appropriate tools (planning, monitoring, and other) as appropriate.
- Provide technical expertise to the competent staff and Units of RIS in the preparation and drafting of concept papers and project proposals for submission to the EU and other funding mechanisms.
- Support the RIS enhance its reporting and internal audit mechanisms in relation to project control (drafting of project reports, collection and maintenance of project data, monitoring quality).
- Provide targeted expertise in procurement procedures, in particular the design of calls for public tender, for goods and services, in connection also to applied public administration procedures and financial rules;
- Assist in the design of appropriate Terms of Reference for staff engaged in related administrative sectors within RIS, such as on supervision and coordination; programme support; project planning and project control; administration and finance; technical support; quality assurance;
- Support RIS in the development and implementation of technical coordination meetings with related Services, on cross-cutting issues as well as funding issues, such as the related Services of the Ministry of Finance;
- Design and carry out targeted trainings for RIS staff on project and activity planning; financial and planning cycle; management of funds; procurement; reporting. Design on-the-job coaching on the above themes;
- Closely liaise with UNHCR in meeting the specific deliverables agreed for the deployed team of capacity building experts as per the project requirements;
- As an employee of ICMC coordinate with the ICMC Liaison Manager in all employment and Human Resources matters, maintain regular coordination with the ICMC affiliate workforce deployed to UNHCR in Greece as well as with ICMC project support personnel in Athens.

REQUIREMENTS

- Advanced university degree in Economics, Business Administration, International Studies or related field;
- Minimum of five (5) years of progressively responsible and relevant experience in public administration, relevant to the function;
- Minimum of (2) years of working experience in the refugee sector in Greece;
- Knowledge of relevant State administration is required;
- Previous experience in preparing Project Proposals and reporting on implementation to the EC or other donors (e.g. private sector) will be an asset;
- Readiness and efficiency;
- Skills in quantitative analysis;
- Planning and Organizing;
- Collaborative personality, discretion, team builder, respect to diversity;
- Excellent oral and written Greek and English language skills;
- Enhanced ability to coach and train others, and transferring knowledge, in the related fields;
- Previous working experience with ICMC or UNHCR is an asset.

HOW TO APPLY

Interested candidates should submit a detailed CV of maximum four pages in English, a motivation letter and two professional references with full and up to date contact details via email, to: Mr. Tasos Panagiotidis, ICMC HR Officer at hr.greece@icmc.net.

The closing date for receipt of applications is **February 12, 2019**.

The Vacancy Notice number **APPE_01_GR/19_01** and the applicant's full name must be quoted in the email subject line.

Applications will be evaluated upon reception and interviews with shortlisted candidates may be conducted before the closing date. Referees may be contacted prior to the interviewing stage.

DATA PROTECTION

By submitting an application, you agree that ICMC collects and manages the information that you provide. You also agree that your data may be shared with UNHCR. Your personal information will be used for recruitment purposes only. Your application will be treated with strict confidentiality.

The successful candidate will be appointed for a fixed-duration ICMC contract.

Owing to the volume of applications, ICMC regrets that only applicants short-listed for an interview will be notified.

ICMC is committed to equal employment opportunities for all applicants. ICMC does not discriminate on the basis of race, gender, color, national origin, religion, physical or mental ability, marital status and age. Applications will be treated with strict confidentiality.