ASSOCIATE COMMUNITY SERVICES EXPERT (children)

Vacancy Notice: ACSE (Children) 01 _GR/16_01

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>Associate Community Services Expert (Children)</th>
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<tr>
<td>LOCATION</td>
<td>Athens, Greece</td>
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<tr>
<td>ORGANIZATIONAL UNIT</td>
<td>UNHCR Greece</td>
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<tr>
<td>TYPE OF CONTRACT</td>
<td>Full time, fixed-term until end of 2016</td>
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<tr>
<td>STARTING DATE</td>
<td>As soon as possible</td>
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<tr>
<td>CLOSING DATE FOR APPLICATIONS</td>
<td>29 February 2016</td>
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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, and 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, country of origin information analysis, quality assurance, project management and communications.

SCOPE OF WORK

Under the supervision of the Senior Protection Officer and in collaboration with the Protection Officer and the Protection Unit of UNHCR Greece, the Associate Community Services Expert will be assigned to work on activities of UNHCR related to unaccompanied or separated children (UASC). The Expert will also coordinate with the ICMC Liaison Manager and ICMC Program Staff in Athens.
RESPONSIBILITIES

- Contribute to the implementation of UNHCR’s activities related to the protection of unaccompanied and separated children, which includes, *inter alia*, documenting applied practices and procedures, keeping abreast of legislative and policy developments, establishing and maintaining working contacts with relevant actors and exploring ways to support the strengthening of the national child-protection system for UASC;

- Draft UNHCR Greece’s interventions related to UASC, in accordance with UNHCR’s adopted policies and protection framework on children;

- Assist in UNHCR’s representation in working groups and task forces on the implementation of policies concerning UASC, involving Greek authorities and other state and non-state actors;

- Provide expertise and technical support on UASC to the Directorate of Welfare of the Ministry of Labor and other competent authorities in the implementation of related activities;

- Liaise with relevant Greek authorities on issues related to UASC, including the First Reception Service, the National Centre for Social Solidarity (EKKA), the Prosecutors General for Children and the Asylum Service;

- Follow-up and contribute to the implementation of Recommendations on UASC elaborated by UNHCR at the end of the Project “Protecting Children on the move”, in the UNHCR’s Paper on Greece as a country of asylum, and the latest intervention with Recommendations to the Alternate Minister of Migration Policy, including in close coordination with UNHCR’s NGO partners;

- Contribute to the effective implementation of UNHCR’s supported projects targeting UASC;

- Draft positions on issues pertaining to UASC in the Greek context, update other public documents or leaflets, prepare presentations and draft reports as necessary;

- Any other task related to UASC or the reception of children, as assigned by the Senior Protection Officer;

- Liaise closely and provide guidance to UNHCR’s Field Offices as well as receive feedback regarding the administrative treatment of UASC so as to inform relevant advocacy;

- Undertake monitoring visits to transit accommodation facilities, Reception Centres for UASC and other projects such as Day centres targeting UASC;

- Promote UNHCR BIA/BID procedures and advocate for the adaptation of relevant procedures and the establishment of relevant national policies;

- Identity needs and protection gaps and propose relevant projects in the operational context;

- Promote and strengthen the child protection element in UNHCR projects by working closely and providing input to the Senior Protection Associate, the Protection Officer and the Program Unit at the planning face as well during implementation;

- Supports and follow-up the implementation of the Family and children Protection Hubs.

REQUIREMENTS

- Advanced University degree in law, social or political sciences, or other relevant discipline;

- Minimum of three (3) years of relevant working experience and good knowledge of the international child-rights system;

- Excellent oral and written Greek and English language skills;
• Excellent communication skills and ability to work in a multicultural team;
• Knowledge and understanding of the asylum situation in Greece is an asset.

HOW TO APPLY

Interested candidates should submit a detailed CV of maximum four pages, a motivation letter and two professional references with full and up to date contact details via email, to Mrs. Teressa Kokkali, HR and Project Support Officer, at hr.greece@icmc.net.

The Vacancy Notice number ACSE (Children) 01_GR/16_01 and the applicant’s full name must be quoted in the email subject line.

The closing date for receipt of applications is 29 February 2016.

Applications will be evaluated upon reception. Candidates shortlisted for the post will be invited to undergo written tests and an interview, which will be held in Athens.

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

CONDITIONS OF CONTRACT

The person selected for this position will be appointed for a fixed-duration ICMC contract.

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.