



Restoring Dignity, Inspiring Change

ASSOCIATE LIAISON EXPERT

Vacancy Notice: ALE 01_GR/19_03

JOB TITLE	Associate Liaison Expert (Roving)
LOCATION	Roving Epirus, Thessaly, Central and West Macedonia
ORGANIZATIONAL UNIT	UNHCR (Greece)
TYPE OF CONTRACT	Fixed term, 100% full time
STARTING DATE	ASAP
CLOSING DATE FOR APPLICATIONS	21 March 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 Liaison Expert (Roving) will provide capacity building support to the Municipalities of Epirus, Thessaly and Central and West Macedonia in the planning, design and implementation of the urban response to refugees. He/she will closely coordinate daily duties and assignments with UNHCR Urban Response Advisor in Thessaloniki and the Urban Working Group in Ioannina and will conduct frequent missions to Thessaloniki. He/she will closely coordinate and cooperate with the Associate Liaison Experts who are already appointed to support the same or other municipalities. The incumbent will perform his/her duties at the premises of the UNHCR in Ioannina while

remaining under the functional supervision of the Head of Office of UNHCR Greece in Thessaloniki. He/she will coordinate with the ICMC Project Staff in Athens.

RESPONSIBILITIES

- Support selected municipalities in the region in endorsing and signing the inter-municipality MoU to encourage the sharing of good practices, policy development, joint advocacy, joint support to smaller municipalities and fundraising.
- In collaboration with the Integration Task Force of the Municipality of Thessaloniki , provide advice and coaching to coordinate local and regional networking events and facilitate the sharing of good practices, delivery of trainings and to reach consensus on joint advocacy, planning and fundraising efforts.
- In each municipality, support the local task force in raising awareness of the public and other service providers present about the rights and entitlements of refugees as well as the particular vulnerabilities and challenges that they face.
- Encourage shared practices among the different municipalities and mainstream service provisions for refugees in each municipality with regards to access of refugees to services and integration solutions, identify gaps and challenges in providing such services and solutions.
- Identify constraints, limits or other gap in service provision for refugees and follow-up with UNHCR for support, response and/or advocacy.
- Give particular focus to refugee access to Municipality Community Centers where there is no dedicated Center for the Integration of Migrants (KEM) present.
- To facilitate community engagement, encourage municipalities to include refugees in Migrant Integration Council (SEM) meetings, if a SEM is established. If not, encourage engagement between refugees and the municipality or city council via a SEM-like forum.

Work in each municipality to establish coordination fora to focus on the development of referral mechanisms, systems building, identification of strategic priorities and joint planning. Special emphasis shall be placed in developing the appointment systems required between Community Centers and public offices (e.g. KEPs, tax offices, manpower) to facilitate access of refugees to services.

- Provide support to the local organizations (Development Agencies, Municipal organizations, NGOs, volunteer initiatives, etc.):
 - to establish an Urban Working Group in Larisa, Trikala and Karditsa
 - to develop a local strategic plan for the integration of refugees
 - to develop coordination tools and internal procedures in favor of Urban Working Group (UWG)
 - to elaborate a fundraising plan for the implementation of integration policies.
- As instructed by UNHCR and depending on the type and level of involvement of UNHCR as regards the support to KEMs and Community Centres, provide guidance and support to

prepare the schedule for the deployment of municipal support staff, including the cultural mediators, to be reviewed monthly.

- Work with key stakeholders to tailor information products and Communication With Communities materials to the local municipality context.
- Provide support to the UWG in Ioannina, as required.
- 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
- Perform other relevant duties as required.

REQUIREMENTS

- Advanced university degree or equivalent in Business Administration, Social Science, Economics, International Relations or related field;
- Excellent knowledge and demonstrated experience of at least 3 years working with Greek public institutions, humanitarian actors, NGOs and civil society, preferably in Epirus;
- Knowledge of and proven working experience on refugee issues and needs assessments is required;
- Networking and coordination experience is required;
- Excellent oral and written Greek and English language skills;
- Excellent IT skills;
- Good communication skills and ability to work in a multicultural team.

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 21 March 2019

The Vacancy Notice number **ALE 01 _GR/19_03** 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.

Candidates shortlisted for the post will be invited for an interview, which will be held in Thessaloniki.

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.

Please note that applications received after the deadline will not be accepted.

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.