



International Federation of Red Cross and Red Crescent Societies
Fédération internationale des Sociétés de la Croix-Rouge et du Croissant-Rouge
Federación Internacional de Sociedades de la Cruz Roja y de la Media Luna Roja
الاتحاد الدولي لجمعيات الصليب الأحمر والهلال الأحمر

The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world's largest humanitarian organization, with 190 member National Societies. As part of the International Red Cross and Red Crescent Movement, our work is guided by seven fundamental principles; humanity, impartiality, neutrality, independence, voluntary service, unity and universality.

Title: **PMER Officer** – Planning, Monitoring, Evaluation and Reporting Officer

Location: **Athens, Greece**

Type of Contract: **Fixed Term Contract**

Application Deadline: **23 July 2016**

Due to the nature of the operations, Applications will be processed as they come and the position maybe filled before the above deadline.

General:

The largest movement of displaced people through Europe's borders since World War Two occurred in 2015. During that year, 1.1 million crossed into Turkey, and one million migrants made a dangerous journey across the Mediterranean. Around 850 000 crossed via Turkey to Greece. This year, in 2016, several thousands of migrants arrived in Greece and have been unable to travel on through Europe because of closed borders with neighbouring countries.

- The Planning, Monitoring, Evaluation and Reporting (PMER) officer is responsible for the development and coordination of the planning, monitoring, evaluation and reporting processes of the Hellenic Red Cross. This will include the strengthening of programme quality, performance and impact by providing technical assistance and guidance to assessments, planning, monitoring, evaluation and reporting of the programmes and emergency operations. The position will promote awareness of, and adherence to, appropriate strategies and standards, integrated and participatory approaches to programming, cross-cutting issues, good practices and lessons learnt.

ROLE PURPOSE:

- The position holder will focus on setting up an internal reporting system within the Hellenic Red Cross as well as providing professional support and assistance to the completion and delivery of reports. In cooperation with the IFRC PMER delegate, the PMER officer will also act as a technical resource to NS, with the aim of strengthening the Hellenic Red Cross's PMER systems and practices, and provide training as required. This will be achieved through rigorous adherence of defined reporting standards and by following principles in planning, monitoring and evaluation

Job Responsibilities

Planning, Monitoring, Evaluation and Reporting

- Develop, in consultation with different HRC division team members, accurate, high quality, regular and timely narrative operational plans and reports (monthly/quarterly/annual) in line with the standard formats and PMER framework guidelines of the Hellenic Red Cross, and, where necessary, of Federation and donor organizations.
- Coordinate all internal monitoring and reporting activities and to ensure close coordination with the different divisions of the Hellenic Red Cross related to reporting issues.
- Review and ensure quality and consistency between plans and related reports, and provide technical support and guidance as required to Hellenic Red Cross`s divisions.
- Assist in monitoring and evaluating implementation of activities of concerned programmes.
- Support in strengthening PMER at HQ and branch level and encourage sharing of experiences and knowledge. This will include arranging and facilitating any PMER lesson learned workshop and exchange visits planned each year.

National Society capacity building

- Working closely with the HRC programme managers, in particular in providing support, on the job coaching, training and development for HRC HQ and branch level staff to enhance their planning, monitoring and reporting skills and developing standard tools and templates for on-going programme /emergency operations and orienting NS programme staff on the same for effective/timely reporting.

Scope of the Role:

- The job duties and responsibilities as set out above are not exhaustive and the Post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.
- Actively work towards the achievement of the goals of the organization.
- Abide by and work in accordance with the Red Cross/Red Crescent principles.
- Contribute to a positive team environment and service excellence to meet the needs of beneficiaries.

Requirements for the Role:

- Relevant University Degree or Experience (**Social sciences, international development, communications or another relevant subject**)
- Minimum of three years' experience in similar position
- Good Computer Skills (word, excel, Outlook)
- Fluently spoken and written English and Greek is a prerequisite
- Experience within the Red Cross and Red Crescent Movement will be preferred

Application Forms

Interested candidates should send **English CV and Cover letter** to the following e-mail address: hr.greece@ifrc.org Please mention the Position Title in the subject of the e-mail.

Only candidates who have valid work permits will be shortlisted; if they fit the other criteria. **All CVs will be treated with strict confidentiality**