



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: **Cash Transfer Program Officer**

Location: **Attica and North Greece**

Type of Contract: **Fixed Term**

Application Deadline: **4 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 CTP field officer will be dedicated to support and implement the Cash Transfer program ensuring safe delivery of cash programming in close coordination with other sector focal person and field coordinators. She/he will lead in the implementation of CTP under the guidance of the CTP coordinator HRC, ensuring program implementation are in accordance with HRC quality programming and Sphere standard in humanitarian response.
- The CTP field officer has to ensure that all activities are implemented, according to the agreed timeframe whereby outputs and outcomes are reported accordingly, including regular monitoring of the projects.

ROLE PURPOSE:

- **Cash Transfer Project planning, implementation and monitoring:**
 - Responsible for the preparation and implementation of cash transfer project activities based on work plans or plan of action with field coordinators, prepare budget forecast in close coordination with other sectoral focal points in the field as necessary and with technical guidance from the CTP coordinator;
 - Monitor security and feasibility of the selected delivery mechanism;
 - Responsible for following-up on unspent cash as informed by the HRC/IFRC CTP coordinator

- Responsible for the complaints/feedback mechanism in the designated camps for CTP
- Coordinate with relevant sectoral focal points in the field with the guidance of HRC/IFRC CTP coordinator;
- Conduct field monitoring regularly; prepare reports against plans and are submitted regularly
- Undertake other duties with your capacity as directed by the line manager
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- Human Resource Management
 - Directly supervise, advice, support and guide CTP volunteers;
 - Organise and/or conduct trainings and distribution debriefing regularly and/or as necessary.
 - Provide capacity building through training, mentoring and coaching of staff and volunteers on cash transfer programming
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- Reports Generation
 - Responsible for post-distribution monitoring data collection
 - Prepares and submits regular weekly work plan, prepares report updates and outcomes of the cash transfer project for timely reporting;
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- Representation and Coordination
 - Attend and represent HRC in cash working groups (e.g. with UN, Government) at field level
 - Management of external and local relations (e.g. with other agencies, local municipality) for coordination and information sharing
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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.
- The CTP Field Officer will be hired by the IFRC and seconded to the Hellenic Red Cross.

Requirements for the Role:

- Good Computer Skills (word, excel, Outlook)
- Relevant University Degree
- 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***