

*The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world's largest humanitarian organization, with*[*190 member National Societies*](http://www.ifrc.org/en/who-we-are/the-movement/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**: Field Coordinator**  
Location: **Lesvos**  
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 Field Coordinator position encompasses organisation, coordination and supervision of all activities with the ultimate goal to ensure an efficient and economical building management, systems management, internal as well as external relations with various stakeholders to meet the needs and support the activities of the Emergency Appeal in Greece in an efficient and timely manner.

**ROLE PURPOSE:**

* To provide effective coordination and quality control among the overall group of activities implemented in the corresponding Operational Site within the framework of the Population Movement Operation 2015
* To ensure branch level coordination of the different sectorial components and relief goods delivery by:
* Analysing the evolving scenario and sharing results with Program Officers to inform potential adjustments needed to ensure accuracy and quality of the planned intervention to meet the needs of migrants
* Ensuring the effective management of volunteers to implement the planned activities
* Ensuring in coordination with other HRC and IFRC units, the appropriate facilities are in place to run the planned activities in a quality and safe manner.
* Ensuring the provision of the relief needs assessment and monitoring of the situation in the designated area.
* Ensuring an appropriate and harmonised targeted beneficiary selection according to HRC and IFRC policy and the specific context of this crisis
* Implementing and reporting about the Relief Distributions taking place according to agreed templates
* Coordinating supply of goods in cooperation with the Logistics Units in HRC and IFRC
* Facilitating the planning and coordination of the implementation of different activities at the branch level.
* Promoting, ensuring and consolidating efficient reporting of activities held by different sectors
* Assessing branch capacity and initiating capacity building activities
* Conducting on-going Monitoring and Evaluation of the running activities
* Promoting and participating together with the IFRC Field coordinators into the coordination mechanisms at branch and regional level within the Movement partners and local authorities and local and international organizations. To share reports / results accordingly.
* Acting as a spokesperson for the HRC in close coordination with the HRC Communication team in Athens and the Program Officers.

**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 Field Coordinator 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
* Previous camp management experience and/or experience with migrant communities is an advantage

**Application Forms**

Interested candidates should send **English CV and Cover letter** to the following e-mail address: [hr.greece@ifrc.org](mailto: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***