



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: **Site Focal Point Officers- Multiple Positions**

Location: **Northern 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. Several thousands currently live in official camps in Northern Greece, where IFRC and HRC work together to provide basic services such as health, relief, sanitation, hygiene promotion and psychosocial support. HRC and IFRC currently support five such official camps in North Greece, some are located near Thessaloniki and some near Kilkis.
- The Site Field Officer will play a critical role to the regular coordination of activities undertaken by IFRC and HRC in Northern Greece. S/he will work in one or more of the official camps in North Greece and will report to HRC/IFRC Field Coordinator of the region.

**ROLE PURPOSE:**

- Information management as per IFRC community engagement activities, to receive information from beneficiary communities and to facilitate resolution of issues raised.
- To work with IFRC Community Engagement Officer on the ground.
- To establish and maintain links with HRC and IFRC teams, Red Cross and other volunteers on the ground, other humanitarian agencies and camp management.

- To provide and receive information, and resolve issues.
- To report to HRC and IFRC in the field, assist in preparation of weekly reports
- To participate in various assessments on the site
- To assist in implementation of activities of the emergency appeal
- To assist with HRC and IFRC visitors at the camp
- To conduct relevant coordination (as directed by HRC or IFRC Field Coordinator) and attend coordination meetings in the camp.
- To assist with implementation of IFRC security regulations, and assisting assist in the preparation of evacuation plans, training of volunteers, and other relevant activities.
- To update on general trends in the camp, gaps and make operational recommendations for the site.

### **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 Site Focal Point 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 is a prerequisite.
- Command of Greek and/or Arabic will be a major advantage
- This post has extensive reporting and very good English reporting skills are essential
- Basic Delegates Training Course or IMPACT. FACT, ERU, RDRT (PREFERRABLE)
- Other field experience with an International Organisation, international non-governmental organization, NGO and/or government development agency.
- 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**