



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: **WASH Team Support Officer**

Location: **North 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 WASH Team Support Officer will be providing support to the WASH team, mainly through local procurement and delivery of items, liaising with suppliers, assisting team members through translation to support the delivery of WASH activities based on the needs of the camps where IFRC/HRC work in the North.
- The role requires experience in working with construction, engineering or water supply contractors, sourcing and comparing suppliers, a high level of Greek and English, driving licence and vehicle.

ROLE PURPOSE:

- Identify and support communication with responsible Greek authorities, members of the Hellenic Red Cross and other Greek actors.

- Assess the local market and possible service suppliers and hardware stores, identify and maintain an accurate and up-to-date supplier information database for regularly purchased items, and keep informed of local market conditions.
- Procurement according to the team's needs and delivering items to different camps where the team is working.
- To follow the HRC / Federation standard procurement practices and keeping records to fulfil audit trail standard.
- To obtain no less than three quotations, prepare a Comparative Bid Analysis and recommendations to purchase, with all information being systematically recorded in Purchase Committee minutes where appropriate.
- To liaise with the IFRC Procurement Delegate to develop and manage a sourcing plan for the procurement of WASH items.
- To liaise with the Procurement Delegate, for local procurement of materials and other various goods needed for the operation.
- With appropriate authorization assist Team Leader to execute the purchase of appropriate supplies and arrange delivery in a timely and cost effective manner..
- To liaise and coordinate with the relevant functions regarding delivery of supplies and keep all parties informed of any changes in a timely manner.
- Liaise with WASH hardware contractors and the WATSAN delegates to deliver improved water and sanitation in the camps in the North of Greece where we are providing WASH services.
- Support the documentation of procurement to meet IFRC logistics and finance requirements.
- Assist team members with translation between Greek and English.
- Be the primary point of contact for Greek speaking contacts and HRC volunteers working with the WASH team.
- Assist the HP and WATSAN delegates as required.

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 position holder will be hired by the IFRC and seconded to the Hellenic Red Cross.

Requirements for the Role:

- Relevant bachelors' degree or training for logistics or WASH
- Certificate or diploma in emergency logistics or humanitarian assistance
- Valid Driving License
- Fluently spoken and written English and Greek is a prerequisite.
- Good Computer Skills (word, excel, Outlook)
- 1-3 years' experience of logistics, procurement or working with water/construction contractors and suppliers.
- Experience of working or volunteering with a humanitarian agency

- Familiarity with area of operation in Northern Greece, Thessaloniki, Kilkis and Policastro
- Experience within the Red Cross and Red Crescent Movement will be preferred
- Willing to use own vehicle for visiting suppliers, meeting stakeholders and delivering items to camps where the team is working (vehicle and fuel allowance provided)

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**