

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: **Field Officers – Relief Mobile Team (multiple positions)**

Location: **North Greece**

Type of Contract: **Two months with possibility of Extension**

Application Deadline: **21 October 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 International Federation of the Red Cross and Red Crescent (IFRC) in partnership with the Hellenic Red Cross seeks a Field Officer to focus on cash Transfers to work as part of a team of people to plan and undertake distributions of Relief assistance onto camps in North Greece to cover the basic needs of Refugees and Migrants. The Focus of this team will be on the provision of Cash Based Interventions. The Field Officer will be dedicated to support and implement the Cash Transfer program (CTP) 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 Delegate IFRC and Cash Coordinator HRC, ensuring program implementation are in accordance with HRC quality programming and Sphere standard in humanitarian response. Ensuring that all activities are implemented, according to the agreed timeframe whereby outputs and outcomes are reported accordingly, including regular monitoring of the projects. This post will be line managed by the Team Leader of the Mobile Team.

ROLE PURPOSE:

- Support other members of the team to undertake the program plan.
- Ensure the safety and security of the volunteers and colleagues working with them.
- Ensure tasks are completed
- Carry out assessments
- Ensure validity of collected information
- Report any problems and constraints

- Propose possible improvements
- Explain the project's activities and objectives to partners and the population
- Act as a link between the assessment team and the beneficiaries

a. 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 developed by the Team Leader;
- 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;
- Undertake other duties with your capacity as directed by the line manager

b. 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

c. Reports Generation

- Responsible for post-distribution monitoring data collection

The role holder will need to carry out any other tasks requested by the line manager relevant to this role. They might also be expected to be on call, work on weekends or difficult hours on an ad-hoc or emergency basis.

Requirements for the Role:

- Strong communication skills (written and spoken)
- Arabic /Farsi Speakers will be prioritized
- Relevant Degree or Experience is an asset
- Experience in managing teams is an asset
- Organizational skills
- Experience within the Red Cross and Red Crescent Movement or other Humanitarian Organizations 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**