

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 Officer**

Location: **Chios**

Type of Contract: **Fixed Term Contract with possibility of Extension**

Application Deadline: **25 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 Site Focal Point Officer, under the direction of the line manager, will work in collaboration with Red Cross staff and volunteers, local health authorities and affected communities as part of a team within the mandate of the Hellenic Red Cross and International Federation of the Red Cross and Red Crescent Societies (IFRC).

ROLE PURPOSE:

1. To ensure branch level coordination of the different sectorial components and relief goods delivery by:
 - Analysing the evolving scenario and sharing results with the Head of Operations and the sectoral HRC and IFRC technical staff and inform potential adjustments needed to ensure accuracy and quality of the planned intervention to meet the needs of migrants
 - Monitoring the establishment where needed of a Red Cross operational office space
 - Ensuring the effective management of volunteers to implement the planned activities in close cooperation with the National Level Volunteer manager and the Head of Operations.
 - Ensuring in coordination with other HRC and IFRC units, the appropriate facilities (warehouse, distribution points, etc) are in place to run the planned activities in a quality and safe manner
 - Ensuring an appropriate and harmonised targeted beneficiary selection according to HRC and IFRC policy and the specific context of this crisis ins in place
 - Implementing and reporting about the Relief Distribution 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 PSS, health, RFL, WASH, CEA and CTP activities where active at the branch level.
 - Promoting, ensuring and consolidating efficient reporting of activities held by different sectors (RFL, HP, health, PSS and FA, etc..) in coordination with the regional and central level. To send weekly reports to the line manager, according to agreed templates.
 - Assessing branch capacity and initiate capacity building activities, specially attention to the on-site new volunteers
 - Conducting ongoing 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.
 - Decision making process together with line manager and technical staff.
2. To communicate and liaise with the HRC headquarters.
 3. To consult for decision making to the line manager
 4. To report to the line manager.

Requirements for the Role:

- University Degree in any related subject
- Capable of decision-making in conditions of uncertainty
- Conducts work in accordance with the medical regulations and requirements of the Hellenic authorities
- Innovative and at ease in problem solving
- Capable of handling extreme stress, change and situations of insecurity
- Discrete, professional and mature
- Strong communication skills (written and spoken) in English and Greek
- Experience in managing teams is a requirement
- Organizational skills, working in multicultural teams,
- 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**