

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: **Team Leaders – 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 Team Leader to manage 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 team leader's role is to facilitate the team's work, manage logistics and security, and provide a contact point for country-level colleagues, other field teams and local authorities. The team leader should also ensure that registrations and distributions are undertaken following the standard operating procedures as agreed by the Technical Lead.

ROLE PURPOSE:

- Facilitate the work of the team in the field
- Develop plan of action for field team
- Ensure the safety and security of the members of the team
- Maintain morale of the team
- Ensure contact with project manager or field coordinator
- Assign clear tasks for field officers.
- Maintain field work control sheets
- Ensure tasks are completed
- Conduct spot-checks during field data collection
- Regularly send progress reports to field coordinator or project manager as per the SOP
- Keep field coordinator informed of team location and communicate any problems to field coordinator

- Take charge of team vehicle and driver
- Participate actively in initial training sessions
- 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

Specific to 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 with field coordinators, prepare budget forecast in close coordination with other sectoral focal points in the field as necessary and with technical guidance from the CTP coordinator;
- 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;
- Conduct field monitoring regularly; prepare reports against plans and are submitted regularly
- Undertake other duties with your capacity as directed by the line manager

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
- Proven Experience in managing teams
- Reporting, Organizational, Assessment skills
- Good attention to detail
- 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***