

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: **Relief Officer**

Location: **Athens, Greece**

Type of Contract: **Fixed Term Contract**

Start Date: As Soon as Possible

Application Deadline: **11 October 2016**

Due to the Urgency 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.

ROLE PURPOSE:

To support the Hellenic Red Cross in the implementation of the emergency operation related to migration in accordance with the IFRC emergency appeal plan of action, focusing on planning and materialising of relief activities in their respective area(s), providing technical guidance and support on distributions and if needed in logistics

Job Responsibilities

The Relief Officer will be responsible for the following tasks:

- Support the Hellenic Red Cross in implementation of the Emergency Appeal promoting integrated approach through planning and materializing of relief activities in their respective area(s).
- Provide technical guidance to Hellenic Red staff and volunteers locally on organising relief activities in the field, ensuring efficient and effective support in terms of training, human resources capacity building and proper performance, tools and amenities for implementing activities, capacity of warehouse facilities on site to store items in stock.
- Ensure appropriate and proper use of the IFRC disaster response tools such as DREF, Emergency Appeal, FACT, RDRT, ERU and DMIS.
- Ensure that interventions and operations meet the IFRC standards in accordance with the IFRC policies and guidelines on relief.
- Act as a focal point for all relief issues locally, working in close cooperation with the Relief Coordinator and Logistics Dept in HRC.



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



Ελληνικός
Ερυθρός Σταυρός

- Ensure that all relief activities are planned in coordination with other sectorial teams as appropriate in Hellenic RC.
- As required, provide support or coordinate of all relief-related activities on local level, including technical assessments, project development and design, tendering etc.
- Ensure that the logistics response, technical design and site activities comply with appropriate local, national and international standards and regulations related to relief.
- Liaise with international, government and non-government agencies locally and collaborate as appropriate.
- Produce regular, timely and accurate narrative reporting on a weekly basis to Relief Coordinator and updating as required Regional and Site Officers on issues related to their field of work.
- Assess and identify the evolving needs on relief in order to adapt activities accordingly.
- Ensure the quality and frequency of activities in cooperation with appropriated staff.
- Ensure adequate data collection, including ODK.
- Report on suspected abuses and issues of concern regarding harmful practices and behaviours.

Duties applicable to all staff

1. Actively work towards the achievement of the needed goals of the organization.
2. Abide by and work in accordance with the Red Cross/Red Crescent principles.
3. Perform any other work related duties and responsibilities that may be assigned by the line manager.

Requirements for the Role:

- Relevant University Degree or Experience (**Social sciences, international development, communications or another relevant subject**)
- Required Experience in Managing and Supporting Staff
- Required Strong background in Project Cycle Management including budgeting and reporting, monitoring and evaluation
- Required Writing, editing and analyzing complex reports
- Minimum of three years' experience in similar position
- Advanced Computer Skills (word, excel, Outlook)
- Fluently spoken and written English and Greek is a prerequisite
- Experience in Humanitarian and/ or Red Cross and Red Crescent Movement 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**