IOM Greece
CALL FOR APPLICATIONS

Reference Number : **GRCFA23-171**

Position Title : **Caregiver**

Duty Station : **Thessaloniki, Greece**

Type of Appointment : **Special Short-Term Ungraded Contract**

Closing Date : **26 November 2023**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. The International Organization for Migration (IOM) is committed to the principle that humane and orderly migration benefits migrants and society. As the leading international organization for migration, IOM acts with its partners in the international community to: assist in meeting the growing operational challenges of migration management; advance understanding of migration issues; encourage social and economic development through migration, and; uphold the human dignity and well-being of migrants.

In Greece, IOM is focusing on responding to the Mediterranean migrant's crisis, in support of the Greek Government and in cooperation with all other agencies involved. IOM currently implements interventions within the areas of emergency, preparedness and response, disaster risk reduction, livelihoods, healthcare and psychosocial assistance, assisted voluntary return of migrants, migration and development, resettlement and repatriation, family reunification, counter human trafficking, assistance to vulnerable migrants.

> Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

IOM operates Five Accommodation Centers for Unaccompanied Minors (Shelters) providing accommodation and access to services for Unaccompanied Migrant Children (UMC). Besides accommodation, the following services are provided to the beneficiaries: addressing basic needs, catering, hygiene, legal counselling, and information about life opportunities in Greece, interpretation, psychosocial support, medical support, Greek learning programs, learning support, organization of intercultural activities, work and career guidance.

Under the overall supervision of the Project Coordinator or their designate and the direct supervision of the Shelter Coordinator, the successful candidate will perform routine duties related to the assistance, care and provision of services to the UMCs residing in the assigned shelter.

Core Functions / Responsibilities:

1. Provide care to children residing in the facility on a daily basis.
2. Ensure security of accommodated children on 24-hour shifts, including during night, weekends and public holidays. In the event of a crisis or urgency, undertake incident management, inform other staff and/or the Shelter Coordinator and follow relevant directives and instructions.
3. Take care of children's physical hygiene and clothing (distribution of goods, facilitation of needs, cleanliness), escorting children to social and/or medical services when necessary.
4. Take care of night-time preparation and be present during night shifts overseeing the Shelter.

5. Have an overview of the general hygiene and living conditions in accommodation rooms, in cooperation with children and based on the daily routines or regulations identified in each facility.
6. Assist with the distribution of basic goods to children and notify the Facility Coordinator if further items are needed.
7. Check the condition of food and ensure that all meals are served in the agreed times.
8. Organize, in cooperation with other staff members, the children's daily routine and structured daily activities, while also supporting educational and recreational activities.
9. Contribute to the daily life and procedures of the facility to create a supportive and protective environment, working individually and collectively with children.
10. Assist children in accessing laundry services and issue laundry schedule.
11. Keep the assigned areas (offices, activity room, common spaces, and the residence of the unaccompanied) clean, tidy, and sanitary as frequently as required.
12. Perform such other related duties as may be assigned.

Required Qualifications and Experience

Education

- University degree in Humanitarian, Social Sciences, Social Work or a related field from an accredited academic institution; or
- Minimum high school degree with two years of relevant work experience.

Experience and Skills

- Familiar with direct assistance to migrants and/or refugees and particularly with children;
- Experience working in a multi-cultural environment;
- Proficient use of commonly used IT equipment and the appropriate software solutions;
- Computer literacy in standard software applications (MS Office, etc.);
- Willingness to work on day/night shifts, during holidays and weekends;
- Valid driver's license with at least five years of driving experience will be an asset.

Languages

Fluency in **English** and **Greek** (written and oral) is required.

Required Competencies

IOM's competency framework can be found at this [link](#).

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

Core Competencies – behavioural indicators

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.

- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Other:

IOM is committed to a diverse and inclusive environment.

This post is subject to local recruitment. Only those holding a valid residence and work permit for Greece will be eligible for consideration.

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

At the time of recruitment, all candidates must disclose any known relative or spouse who works for IOM. Candidates may also be requested to provide documentary evidence of academic degree(s), professional licenses, and proof of no criminal records as relevant to the requirements of the position advertised.

Appointment will be subject to certification that the candidate is medically fit for appointment, verification of residency, visa, and authorizations by the concerned Government, where applicable.

Vaccination against COVID-19 will be required for IOM personnel who are hired or otherwise engaged by IOM. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination.

How to apply:

Interested candidates are invited to submit their application including **a cover letter, CV and a completed Personal History Form in English by email to:** GRHRAPPLY@iom.int, specifying the vacancy reference number **GRCFA23-171 and full name** in the subject line.

Please click this link to access the Personal History Form (four pages).

Due to the volume of applications received, IOM Greece Human Resources will not be able to respond to all inquiries about the application status and will only contact shortlisted candidates.

Posting period:

From 17 November 2023 to 26 November 2023.