

Terms of Reference

Job Title	Project Manager
Country	Greece
Duty Station	Athens
Reports to	Head of Mission
Job Type	Full Time
Duration	5 months (with possibility of extension)
Deadline	24/12/2021
Starting date	03/01/2022
Responsibilities and tasks	<p>Project objective</p> <p>The main goal of the project is to access and respond to the most urgent needs of refugees, asylum seekers and irregular migrants in Athens while strengthening the capacities of local and community-based organizations.</p> <p>Purpose/objective of the position</p> <p>This position is aimed at ensuring the prompt and effective delivery of the assigned Project in Athens. By the end of the assignment, the post holder is expected to have:</p> <p>Contributed to ensuring beneficiaries targeted by projects are accessing all the foreseen services;</p> <ul style="list-style-type: none"> - Ensured the technical quality of project by paying particular attention to technical aspects of Capacity Building and Community-based approach. - Monitor and Supervise that the implementation of project's partners activities run smoothly; - Managed all project logistics to ensure the achievement of projects' activities; - Managed all financial resources available to projects – ensuring sound documentation is in place for all procurements and internal and donor procedures are applied – also for project's partners. - Ensured data is collected to respond to all projects' indicators in a timely fashion for interim and final reporting; - Ensured timely submission of all reports and contributed to country-level reporting; <p>Programme and representation</p>

- Ensures effective planning, implementation as well as monitoring and evaluation of the project and of partner's projects.
- Under the supervision of the Head of Mission, he/she represents INTERSOS for all interaction and negotiation, notably donors, and other stakeholders, including local authorities
- Ensure participation of INTERSOS in all coordination meeting, relevant Working Groups
- Maintain strong relations with local authorities, other NGOs, UN agencies, and other local actors with support of the coordination team also to identify new fundraising opportunities and partnership
- Follow up on project implementation including revision of targets against achievements, identification of gaps in the response in order to define needed adjustments in the implementation

Management and Programme Quality

- Ensures continuation of all the foreseen activities
- Develops and manages the implementation of/adherence to work plans
- Provides protection / MHPSS technical support to projects' staff
- Ensures respect of and adherence to INTERSOS rules and regulations, code of conduct, and Charter of values.
- Ensures and proposes capacity-building opportunities for national staff

Procurement & Finance

- Manages all the financial resources allocated to projects, producing financial plans and cash forecasts and verifying budgets vs. actual on a weekly and monthly basis
- Prepares and ensures the regular update of a financial plan
- Verifies and approves purchase, in line with the budget and the financial and procurement plan
- Verifies regularly the bookkeeping entries in the INTERSOS accounting spreadsheets (PN): verifying budget line allocations, budget expenditure status against actual delivery and the financial plan for the project implementation period
- Ensure purchases of goods, services, supplies are in line with the relevant INTERSOS procurement guidelines and procurement plan
- Manages all the logistical procedures, ensuring INTERSOS and donor requirements are met, and proper documentation is collected and maintained

Monitoring, evaluation and reporting

- Delivers timely quality reporting on project activities, including findings in terms of impact on individual and communities.
- Ensures a sound monitoring of the project by producing, regularly updating the project appraisal tool (PAT)
- Takes part to projects' meetings called by donors and/or any relevant stakeholders, in close coordination and under the supervision of the Head of Mission

Program Development

- Develops budgets and project proposals for sector, in close coordination and under the supervision of the Head of Mission

Human Resources and Personnel Management

- Enhances quality of implementation by training projects' staff
- Ensures regular performance evaluation of project staff (national and international, as needed) in line with an internal regulation.
- Ensures timely recruitment of national staff, in coordination with relevant support staff, as per INTERSOS policy for staff recruitment
- Ensures the creation and maintaining of respectful and positive working relationships, which allow for the effective implementation of all activities.
- Supports the team in development of their skills, knowledge and capacities through training opportunities and on-the-job mentoring.
- Ensures smooth communication within the team and with other supporting entities.

External Relations

- Ensures coordination with the different actors in the area of intervention
- Ensure that referral pathways are in place and that INTERSOS receives quality referrals from different actors
- Maintain good relations with partners and establish MoUs when needed

Other

Perform other tasks and duties as required in order to ensure a correct implementation of project activities

Past experience and skills

Minimum 3 years-long experience in project management in the humanitarian sector. Previous experience in Greece is considered an asset.

Demonstrated experience in working in humanitarian emergency contexts.

Demonstrated project management skills (financial management, human resources management, monitoring and evaluation techniques)

Fluency in written and spoken English, good reporting and communication skills are required. Greek is considered an advantage

Education: Advanced university degree in psychology, social sciences, political sciences, law or other relevant fields. A first-level university degree with a relevant combination of academic qualifications and experience may be accepted instead of an advanced university degree.

Professional Requirements:

- Management skills and leadership in humanitarian response interventions;
- Good project proposals and reports writing capacity in accordance with INTERSOS standards and donors requirements;
- Ability to work with a tight schedule, with little supervision and under pressure;
- Strong communication skills, written and oral, especially in managing relationships with the teams;
- Good knowledge of security management in humanitarian contexts
- Ability to work in a team and independently;
- Previous experiences in Greece (desirable)
- Strong team spirit, comfortable in a multi-cultural environment
- Interpersonal skills, strong communication and diplomatic skills
- Problem-solving
- Ability to deal with heavy work pressure

Computer skills: knowledge of MS Office and competence with data management and data inputs in IT platforms

HOW TO APPLY

If you wish to apply for the above position, please submit your CV along with a Cover Letter in English quoting reference code “**Project Manager**” in the subject line of the e-mail at: jobs@intersos.gr; Only shortlisted candidates will be contacted for an interview appointment. Order or priority will be held and the identification of candidate could take place before vacancy's ending date.

To help us with our recruitment effort, please indicate in your email & motivation letter where you saw this job posting.

Closing date: 24/12/2021