



Restoring Dignity, Inspiring Change

Senior Protection Assistant (Integration and other solutions)

Vacancy Notice: SPAI_01_GR/23_01

JOB TITLE	Senior Protection Assistant (Integration and other solutions)
LOCATION	Ioannina
ORGANIZATIONAL UNIT	UNHCR (Greece)
TYPE OF CONTRACT	Fixed term, 100% full time for six months
STARTING DATE	15.02.2023
CLOSING DATE FOR APPLICATIONS	9.02.2023

ABOUT ICMC

The International Catholic Migration Commission (ICMC) is an international non-governmental organization, whose mission is to protect and serve uprooted people, including refugees, asylum seekers, internally displaced people, victims of human trafficking, and migrants - regardless of faith, race, ethnicity, or nationality. In collaboration with governmental and non-governmental partners, and through a worldwide network of members, ICMC implements and advocates for right-based policies and sustainable solutions to address global migration challenges. ICMC's operations are aimed to respond to the needs of vulnerable individuals and communities, and focus on protection, humanitarian assistance, resettlement, migration and development.

As an implementing partner of UNHCR in Greece, ICMC deploys a highly qualified affiliated workforce to assist UNHCR in providing operational support to the Greek asylum and migration management system. Since 2010, this pool of skilled professionals has been a critical component of UNHCR's protection capacity in Greece. The ICMC experts will be recruited and managed by ICMC and will work under the overall supervision of UNHCR Greece. They provide support on matters relating to protection, advocacy, legal information, law, country of origin information analysis, quality assurance, project management, and communications.

SCOPE OF WORK

The Senior Protection Assistant will provide support to the Municipalities in Epirus in the development and implementation of integration activities related to refugees. The incumbent will also contribute to other activities such as the networking of municipalities with governmental, European and other actors, facilitation of the urban working group, support of the communities as well as awareness-raising activities and donors mapping.

RESPONSIBILITIES

- Support the Municipalities in Epirus Region to develop, update and implement local integration strategies and action plans aligned with the National Integration Strategy; participate in Integration Task force meetings at municipal level;
- Advise and provide technical expertise on necessary policy and administrative amendments (lifting technical and bureaucratic barriers) to ensure meaningful access of refugees and asylum seekers to municipal services;
- Facilitate the Urban Working Group (UWG) in Epirus Region chaired by the Municipality of Ioannina. Prepare the agenda, organize the venue and logistics, keep, and distribute meeting minutes and follow up action points with relevant actors;
- Support the Municipalities in Epirus Region, to undertake ad hoc mapping exercises of urban actors that provide services to refugees and asylum seekers;
- Support the Municipalities to liaise and maintain contact with local government offices and authorities engaged in service provision or those hosting refugees in their area of responsibility, including Asylum Office, Reception and Identification Service/Ministry of Migration Policy. Exchange updates that could help the Municipalities to be prepared to implement its integration action plans;
- Support the Municipality of Ioannina to maintain the Intercultural Center for Social Inclusion (Akadimia), as well as to further analyse and propose the plan of establishing a government funded Migrant Integration Center (KEM) or other hubs of services;
- Support Municipalities to establish and operate Municipal Councils for the Integration of Migrants and Refugees (SEMPs) ensuring refugee participation and two-way communication mechanisms;
- Establish and maintaining contact with the local members of the Refugee Outreach Team in collaboration with the community based protection focal point in Thessaloniki. Facilitate the meetings with the Refugee Outreach Team members in Epirus, in person or remotely.
- Organize and participate in meetings and info-sessions with asylum-seekers and refugees, liaise and coordinate with community volunteers;
- Support Municipal Community Centres in relation to services provided to beneficiaries of international protection and asylum seekers with advice, tools, interpretation, and trainings in cooperation;
- Support the Municipalities to organise awareness raising activities;
- Under the guidance of and in close cooperation with the municipal deployee engaged in Programme Development and Fundraising, conduct donors' mapping for integration related activities, advise on project development and funding possibilities with an emphasis on

language courses, self-reliance, partnership building for joint submissions (national and international) and others which promote refugee inclusion;

- Support participation of municipalities in international and European cities' networks on Integration, aiming at exchange of good practices, joint advocacy, and joint submissions of funding proposals, in cooperation with the municipal deployee engaged in Programme Development and Fundraising;
- Coordinate and cooperate closely with UNHCR FO Thessaloniki Protection thematic focal points on key thematic areas (Child Protection, GBV, CBP/CWC, Legal protection, trainings), ensuring protection mainstreaming in the municipal support activities and joint activities to identify community solutions;
- Coordinate and communicate closely with the CO Athens Solutions Unit which has the role of the overall coordination of municipal engagement by the Greece operation;
- Draft reports as required by supervisory line and contribute to UNHCR's advocacy;
- As an employee of ICMC coordinate with the ICMC Liaison Manager in all employment and Human Resources matters, maintain regular coordination with the ICMC affiliate workforce deployed to UNHCR in Greece as well as with ICMC project support personnel in Athens;
- Perform other relevant duties as required.

REQUIREMENTS

- Completion of Secondary Education is required and post-secondary training/certificate in Political Science, Law, Humanities, Local Administration, or related field is desirable.
- Minimum of 2 years of relevant working experience with high school diploma or 1 year with Bachelor or equivalent or higher. Work experience in the humanitarian field is an advantage. Experience working directly with refugees is highly desirable. Prior work experience with municipalities/municipal agencies is desirable.
- Valid driving license is desirable
- Completion of UNHCR learning programmes or specific trainings relevant to the function of the position will be an asset.
- Excellent proven communication and drafting skills in both Greek and English are essential.
- Strong sense of personal integrity.
- Flexibility and adaptability.
- Strong problem solving and organizational skills.
- Ability to work under pressure and as a part of a team in a multicultural environment.
- Knowledge and understanding of the asylum situation in Greece are an asset.
- Knowledge & understanding of local administration policy making and policy implementation processes is desirable.
- Strong commitment to humanitarian and refugee protection principles.

- Computer literacy is desirable.

HOW TO APPLY

Interested candidates should submit a detailed CV of maximum four pages in English, a Personal History Form (https://www.unhcr.org/recruit/UNHCR_Personal_History_Form.docm), a motivation letter and two professional references with full and up to date contact details via email, to: Mr. Akis Papakonstantinou, ICMC HR Officer at hr.greece@icmc.net.

The closing date for receipt of applications is **09/02/2023**.

The Vacancy Notice number **SPAI_01_GR/23_01** and the applicant's full name must be quoted in the email subject line.

Applications will be evaluated upon reception and interviews with shortlisted candidates may be conducted before the closing date. Referees may be contacted prior to the interviewing stage.

DATA PROTECTION

By submitting an application, you agree that ICMC collects and manages the information that you provide. You also agree that your data may be shared with UNHCR. Your personal information will be used for recruitment purposes only. Your application will be treated with strict confidentiality.

Owing to the volume of applications, ICMC regrets that only applicants short-listed for an interview will be notified.

ICMC is committed to equal employment opportunities for all applicants. ICMC does not discriminate on the basis of race, gender, color, national origin, religion, physical or mental ability, marital status and age. Applications will be treated with strict confidentiality.

ICMC is committed to a Zero-Tolerance Policy toward sexual exploitation, abuses and all forms of unlawful harassment, including but not limited to sexual harassment. Screening of applications includes the vetting for records of prior misconduct and reference checking. By submitting your application, you declare your consent for your former employer to disclose any details concerning criminal convictions or misconduct. ICMC can take other necessary measures to ensure that people involved in substantiated cases of sexual exploitation, abuse and harassment are not recruited.