

Position: Project Officer, based in Thessaloniki

Contract duration: 6 months (renewable)

Starting Date: ASAP

Background on SolidarityNow

SolidarityNow (SN) was founded in 2013 upon an initiative of the Open Society Foundations (OSF). SN acts as a network of people and organizations working together to alleviate the suffering of those worst affected by the socio-economic crisis. Until now SN has supported and funded over 70 projects around Greece in the areas of legal, medical, psycho-social support, education and culture, job creation and support to refugees amongst others. SN's initial areas of intervention started in the wider area of Thessaloniki and Athens through Solidarity Centers, one-stop shops, hosting a variety of civil society organizations, covering services ranging from relief; medical aid, legal and psycho-social support to promotion and protection of human rights, through monitoring and advocacy.

Job purpose

The post holder will provide broad administrative, programmatic and financial support to the hospitality scheme project implemented in the wider Thessaloniki area, including also direct assistance to the implementation and evaluation of the undertaken initiatives. As Thessaloniki Solidarity Centre (TSC) is the core programme of SN in Thessaloniki at the moment, the Project Officer will be hosted and work from the premises of the TSC. (S)he is thus to closely collaborate with the TSC Project Manager as well as with Thessaloniki partners and staff. The ideal candidate combines a solid administrative background and experience alongside a practical spirit and good communication and interpersonal skills.

Reporting Lines and Hierarchy

(S)he reports to the Hospitality scheme Project Manager, based in Athens. As an integral part of Thessaloniki SN team, (s)he also reports the Programme Coordinator (PC) for Northern Greece. In the absence of PC for Northern Greece, the Project Officer will directly report to the HQs in Athens too.

Main Duties & Responsibilities

- Serves as the link between the Hosting Scheme Project Manager based in Athens and the project activities undertaken in Thessaloniki: in close consultation with him/her, (s)he guides oversees and directly participates into the project's implementation;
- Implements administrative tasks and duties in compliance with the SN Manual;
- Actively participates in devising an administrative plan and model for the operation of the project and its interlinking with similar activities simultaneously taking place in Athens;

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- Vigorously follows up the smooth implementation and compliance with concrete admin and financial tools by project staff and partners
 - Organizes protocols of correspondence and communications, in Greek and English, related to all aspects of project administration
 - Maintain MoMs, hosts/participates in the organization of meetings and draft agendas, talking points etc. as appropriately
 - Provides general support to the Project Coordinator for Northern Greece and the TSC Project Manager in logistics, administrative and financial monitoring and reporting
 - Directly participates into the organization and execution of the project's logistics
- Assists the Thessaloniki team with the overall planning of assigned project's activities;
- Prepares, organizes and is responsible for implementing components of projects' activities in accordance with the implementation plan ensuring compliance with all contractual obligations towards the donor and in accordance with the SolidarityNow SOPs;
- Produces relevant background documents and accompanies TSC PM and PC for Northern Greece in events and public activities;
- Elaborates and follows implementation plans and timetables;
- Actively participates to the updates, revisions and formation of new, improved administrative policies and procedures in collaboration with other SN staff;
- Produces progress, activity and other reports (or parts of them) as per request.

Qualifications

- University degree from an accredited academic in Political or Social Sciences, Law, Human Rights, International Relations, Administration or other relevant field;
- Minimum two (2) years of relevant experience in Project Management and/or human rights and humanitarian context;
- Experience in working with IOs, NGOs as well as with governmental and local authorities;
- Excellent capacities in word and excel processing and drafting in English and Greek;
- Good knowledge and competence of IT applications and software;
- Ability to work under a distance-management scheme;
- Ability to work on own initiative and at the same time as part of a multi-cultural and multi-disciplinary team;
- Ability to organize and priorities workload, using initiative when appropriate;
- Understanding of the people on the move emergency and the socio-economic hardship aspects, demonstrating high cultural sensitivity.

If you are interested in applying, please fill send your CV and motivation letter to recruitment@solidaritynow.org by March 11th, 2016 (EOB), mentioning in the email subject "Project Officer_Thessaloniki".

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SN is an equal opportunity employer. Persons with disabilities and from vulnerable and disadvantaged groups are strongly encouraged to apply.

Due to the urgency of recruitment, SN reserves the right to complete the process even before the deadline for CV submissions.