



Funded by
European Union
Humanitarian Aid
and Civil Protection



Project Main purpose is to assist all vulnerable people by providing access to a comprehensive package of goods and services. The interventions ultimate objective is enhancing vulnerable population's integration into the Greek society by empowering them and cultivate feelings of solidarity, tolerance and respect among the different communities living in the center of the city

Within this scope Centralized Social Service aims to ensure that all walk in and referred Beneficiaries have access and get support within the capacity of the Center (Services) and the associated to Center Support Opportunities (In kind ,Cash CARE Project, Accommodation SN Projects)

Position: Project Manager

Location: Lesvos

Starting Date: ASAP

Status: Full Time

Job purpose

The post holder will be responsible for all aspects of project management and the successful implementation of the SN project in cooperation with the Programming Unit in Athens. (S)he will provide broad administrative, programmatic and financial support to the project, including direct assistance to the implementation AND close monitoring and evaluation of the undertaken initiatives. Under the guidance of the Programming Unit, the successful candidate will be able to multitask, perform vigorous follow up and get directly involved in the implementation of different activities related to the people on the move.

Reporting Lines and Hierarchy

(S)he reports to the Head of Programmes, based in Athens.

Main Duties & Responsibilities

- Planning and supervising the implementation of the project activities in close cooperation with the key project staff, HQs team and partners, in compliance with all contractual obligations towards the donor and in accordance with the SolidarityNow SOPs;
- Monitoring the activities and the results achieved against the project indicators;
- Elaborating and following implementation plans and timetables;
- Guiding and overseeing the coordination and administration of all aspects of the programme;
- Implementing administrative tasks and duties in compliance with the SN Manual;
- Directly participating into the organization and execution of the project's logistics;
- Producing progress, activity and other reports as per request and ensuring that all project reporting (internal and external) is completed in a timely and accurate manner
- Planning the project expenditure and ensuring the compliance of expenditure of budgets with donor requirements;

- Maintaining liaison and collaboration relationships with donors, authorities and stakeholders
- Conducting field visits/work and participating in field activities on an ad hoc basis
- Contributing to the development of management, logistics, administrative and monitoring tools and techniques for staff
- Performing any other task related to the implementation of the project as requested.

Qualifications

Required

- University degree (preferably Master's) from an accredited academic institution in Humanities, Social Science, Law, Political Sciences, International Relations or related;
- Minimum five (5) years of experience in Project Management preferably in the NGO/humanitarian sector;
- Experience with institutional donors' regulations and requirements;
- Knowledge of PCM and financial management;
- Experience in working with IOs, NGOs as well as with governmental and local authorities;
- Excellent knowledge of English and Greek; a third language (related to the people on the move emergency) would be considered as an asset;
- 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.
- Ability to work under high pressure with a great level of personal organization

Desired

- Previous posts and/or working experience in humanitarian and/or development sector

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 as soon as the suitable candidate has been identified.

Interested Candidates shall submit in a single document their Resume/CV with an intro Text (motivation) in English: recruitment@solidaritynow.org

Both the Document and the e mail shall have as title the Project Manger Lesvos- Job title followed by their Surname:

E.g PROJECTMANAGER- GEORGIU - Please follow the Titling System for your application to be considered

Not later than by Tuesday 20th of September