

WASH OFFICER (ENGINEER) – GREEK NATIONALS ONLY
Vacancy Notice – PFO_GR/0902
Closing Date for Receipt of Applications: 09.09.2016

JOB TITLE	WASH Officer
NUMBER OF POSITIONS	TWO (2)
DUTY STATION	Athens
TYPE OF APPOINTMENT	Fixed-term, full time, until 31 December 2016
ORGANIZATIONAL UNIT	Apostoli
STARTING DATE	ASAP

BACKGROUND

Implementer: The non-governmental, non-profit Organization “Apostoli” is the humanitarian arm of the Holy Archdiocese of Athens. Apostoli was founded in 2010 by the Archdiocese of Athens with a national and international scope of activity in the humanitarian, developmental, and educational sector. Apostoli’s constant pursuit is to become the means of relief of humble people. (www.mkoapostoli.gr)

International Orthodox Christian Charities, Inc. (IOCC), based in Baltimore, Maryland USA, was established in March 1992 and is the official international humanitarian organization of the Assembly of Canonical Orthodox Bishops of the United States of America. Since its inception, IOCC has distributed \$534 million USD in emergency relief and development assistance to families and communities in more than 50 countries. (www.iocc.org)

Donor: Norwegian Church Aid (NCA) is an international non-profit organization based in Norway that works with people and organizations around the world in their struggle to eradicate poverty and injustice. We help those whose needs are greatest, regardless of race, creed, political or religious affiliation. NCA is responding in humanitarian emergencies, mainly with water, sanitation and hygiene interventions. (www.nca.no)

JOB PURPOSE

The Water, Sanitation and Hygiene (WASH) Officer will be based in Athens, for the purpose of implementing, monitoring and evaluating NCA-funded activities implemented by IOCC/Apostoli, responding to the refugee/migrant situation on the Greek Mainland, mainly in Attica and Central Greece. The WASH Officer will report to the Apostoli Program Coordinator and work under the overall supervision of the Apostoli office in Athens. The incumbent will be based in Athens, but will be required to travel extensively to sites in Attica, Central Greece and possibly Epirus, where refugees/migrants are being accommodated. The WASH Officer may be required to travel to other parts of Greece to monitor projects and may need to work outside regular working hours. The WASH Officer will carry out the following functions:

KEY ROLES AND RESPONSIBILITIES

1. Responsible to come up with sound and sustainable technical solutions related to upgrading / rehabilitating / repairing existing water and sanitation facilities (water points, toilets, showers etc.) in refugee / migrants accommodation sites.
2. Responsible to design, implement and monitor the installation of additional appropriate water and sanitation facilities, in order to meet minimum requirements.
3. Participate in needs assessment missions in refugee / migrant accommodation sites and assess the WASH (sanitation facilities, water supply, wastewater, solid waste, drainage, vector control, hygiene) situation in order to identify needs and gaps for persons of concern.
4. Based on the needs assessment, propose possible areas of WASH interventions for IOCC/Apostoli, taking cross cutting issues (gender, protection etc.) into consideration.
5. Ensure that all stakeholders are actively involved in the process of choosing, designing and implementing a WASH intervention, including vulnerable population like women, people with disabilities, unaccompanied minors, ethnic and religious minorities, etc.
6. Prepare bill of quantities and technical specifications for tendering documents, in accordance to NCA’s and IOCC/Apostoli’s procurement rules and regulations.
7. Liaise effectively with all relevant local authorities and make sure that all IOCC/Apostoli’s interventions are according to Greek national legislation.
8. Supervise and monitor the work of contractors and technicians in the field and ensure that the contracted services are provided in a cost and time effective manner
9. Prepare written reports in English for donor agencies and others as required;
10. Represent Apostoli at WASH related coordination meetings and working groups, including with UNHCR representatives, international and local NGOs, and local authorities.
11. Liaise with humanitarian partners on the collection of information to effectively map areas of humanitarian needs and response activities in support of coordination efforts;
12. Adhere to code of conduct ensure that all Apostoli WASH interventions adhere to core humanitarian standards and do-no-harm principles.

QUALIFICATIONS AND KEY COMPETENCIES:

- University degree in Engineering (Civil, Environmental, Public Health or other relevant discipline);
- Minimum of two (2) years of relevant working experience, in particular, in the design and construction of water and sanitation projects and/or solid waste management, drainage and vector control;
- Excellent communication and inter-personal skills, including sensitivity and tact.
- Ability to work in a multicultural team;
- Proficiency in computer software such as MS Excel, PowerPoint, Word, Water/Wastewater modelling software (e.g. Epanet); basic GIS (Google Earth, any other GIS software); basic AutoCad (or other CAD software)
- Excellent oral and written Greek and English language skills. Arabic or Dari/Afghan Persian will be an added advantage;
- Good research, writing and analytical skills;
- Knowledge and understanding of the relevant Greek legislation.
- Driver's licence B' is required

HOW TO APPLY:

Interested candidates should submit a detailed CV of maximum four pages and a motivation letter with full and up to date contact details via email, to:

1. Mr. Nikolaos Katsiaras, HR Manager, n.katsiaras@mkoapostoli.gr
2. Mrs. Despina Katsivelaki, Program Coordinator, D.Katsivelaki@mkoapostoli.gr,
3. CV and motivation letter should be submitted **in English and Greek**. In the motivation letter, applicants must state a) the date on which they can begin working full-time and b) whether they have any limitations to working full-time (e.g. part-time jobs, educational commitments, etc.)

The Vacancy Notice number **PFO_GR/0902** and the applicant's full name must be quoted in the email subject line.

The closing date for receipt of applications is Friday, 09.09.2016. Due to the emergency situation the position may be filled before the expiration of the receipt of applications if applicable candidate is found.