



VACANCY NOTICE (EPIEDU PC 1)*
Position: Project Coordinator (1 position)
Closing date: October 20th 2016

The non-governmental, non-profit organization APOSTOLI in cooperation with UNICEF will be implementing non-formal education activities *-activities for the quality play-based learning, and non-formal education, enhanced psychosocial wellbeing and positive integration for refugee children aged 3–17 years-* in the Region of Epiros' refugee sites.

APOSTOLI is the charity organization of the Holy Archdiocese of Athens founded in 2010 with a national and international scope. The organization is engaged in projects and activities of both a humanitarian and development dimension, focusing on the areas of social welfare, cohesion and welfare, health, culture, the environment and education. APOSTOLI's support is offered on the basis of genuine and certified need, without distinction whatsoever of race, gender, religion, color, national or ethnic origin, language, marital status, sexual orientation, age, socioeconomic status, disability, political conviction or any other distinguishing feature.

JOB PURPOSE

The Project Coordinator will be deployed to the Region of Epirus for the purpose of coordinating, monitoring and evaluating the education activities implemented by APOSTOLI within the Region's refugee sites. The Project Coordinator will report to the Project Management and work under the overall supervision of the APOSTOLI office in Athens. The Coordinator will be based on Epirus and will have the overall supervision and responsibility of the non-formal education and relevant activities within the refugee sites of Katsikas (Aghia Eleni, Grevena), Filippiada, Tsepelovo, Faneromeni, Konitsa and Doliana.

KEY ROLES AND RESPONSIBILITIES

1. Responsible for the overall efficient and quality implementation, coordination and monitoring of APOSTOLI activities in close cooperation with the education staff and the support of the Field Coordinators

2. Responsible for continuous information flow and regular written reporting to the Project Management with regard to the implementation of education and relevant support activities in the sites
3. Facilitation of needs assessments and monitoring missions in favor of APOSTOLI with the support of Field Coordinators
4. Close cooperation with the project's working groups
5. Facilitating cooperation with UNICEF, national and international organizations, field actors, and national and Local Authorities to the benefit of the refugees in cooperation with Field Coordinators, APOSTOLI and Project Management
6. Facilitating support of sector/cluster working groups and exchange on cross-cutting issues.

QUALIFICATIONS AND KEY COMPETENCES

- ✓ University degree (BA) in Social Sciences, Humanities, Political Science, International Relations or other relevant discipline
- ✓ Experience in project coordination and monitoring
- ✓ Excellent communication and inter-personal skills and ability to work in a multicultural team
- ✓ Excellent oral and written Greek and English language skills, Arabic or Farsi will be an added advantage
- ✓ Good research, writing and analytical skills
- ✓ Excellent use of Microsoft Office

HOW TO APPLY

The candidates must have:

✓ The Greek nationality or the nationality of an EU member state. If a candidate has the nationality of an EU member state, they should definitely have excellent speaking, reading and writing skills of the Greek language according to the Greek law P.D. 50/2001, article 28 par. 4, and its amendments.

✓ Candidates ought to have completed their military obligations or be legally exempted by them (for men).

REQUIRED DOCUMENTS

1. Letter of Interest/Motivation with clear reference to the job position
2. Curriculum Vitae with full ID/Passport and contact information (home address telephone numbers etc).

HOW TO APPLY

Interested candidates should submit the aforementioned motivation letter and CV via e-mail to:

Mr. Nikolaos Katsiaras, HR Manager, n.katsiaras@mkoapostoli.gr

The vacancy notice code and the applicant's full name must be quoted in the email subject line.

The closing date for the receipt of applications is Thursday, 20.10.2016

*Η Πρόσκληση τελεί υπό την αίρεση της τελικής έγκρισης του προγράμματος εκπαίδευσης