



Terre des hommes
Helping children worldwide.

Project Officer

Greece, Athens

Terre Des Hommes Hellas is seeking to recruit a **Project Officer**.

Start date	October 2023
Contract	1-year, full-time contract, renewable.
Salary	1,478- 1,575 euro monthly gross
Reports to	Project Coordinator

Deadline for applications: 29/10/2023

BACKGROUND

Terre des hommes Foundation, a member of the International Federation Terre des hommes, is the largest international child rights NGO in Switzerland established over 60 years ago. We operate in over 35 countries with over 100 projects of development aid and emergency impacting over 3 million beneficiaries annually. In Europe, our direct assistance projects, strengthening systems, and advocacy activities are primarily focused on the areas of access to justice and migration. Terre des hommes has seven offices established in Europe (Albania, Greece, Hungary, Kosovo, Moldova, Romania, and Ukraine) and is also engaged in projects with partners from other European countries and beyond.



ROLE DESCRIPTION

Particularly related to this position, Tdh Hellas runs Child Protection & Child Safeguarding capacity building and systems strengthening projects as well as emergency response programming according to the needs of the population. These projects aim to strengthen the protective environment of children in various contexts by promoting preventative and responsive measures to child abuse, violence, exploitation, and neglect and are structured around certain pillars such as: a) capacity-building activities, b) establishment of child safeguarding policies & procedures, c) empowerment & awareness raising with children and d) networking and exchange of knowledge and experiences.

Working under the direct supervision of the Project Coordinator, the Project Officer will be responsible for the overall implementation of the Child Protection & Child Safeguarding projects. He/she will ensure the implementation of all project activities as set out in project documentation He/she will also ensure the delivery of project results and outputs on time and within scope. The Project Officer may also implement small-scale interventions with diverse vulnerable populations if necessary.

MAIN RESPONSIBILITIES

Project Management: Under the direct supervision of the Project Coordinator, the Project Officer will:

1. Take the lead role for the planning, implementation, and monitoring of project activities, specifically on projects related to **child protection and GBV** (trainings, workshops, policies & procedures establishment, conferences/roundtables, webinars & e-courses, etc) and delivery of outputs and results while ensuring that the donor and Tdh Hellas compliance guidelines are met.
2. Work closely with Child Protection technical staff to ensure project activities are in line with international and Greek law, standards and principles.
3. Ensure timely, quality and accurate provision of reporting inputs for internal and external reporting on a regular basis.
4. Ensure proper design of M&E tools, continuous tracking and evaluation of project's performance in line with the Monitoring and Evaluation Framework (M&E).
5. Design, review and update relevant project tools, such as schedules, workplans, forms, databases and trackers when required.
6. Make recommendations to adjust workplan and activities as required.
7. Complete necessary logistics procedures (E.g. Procurement Plans, Purchase Requests, Stock Releases, etc.) and collaborate with the logistics department to ensure timely delivery of project goods and services.
8. Liaise with the Communication & Advocacy department to ensure visibility of project activities in compliance with donor guidelines.
9. Ensure timely preparation and adequate communication and liaison with all partners and stakeholders involved.
10. Maintain regular contacts and good working relationships between Tdh Hellas, project stakeholders, representatives of other organizations (state of NGOs/INGOs actors), relevant child protection networks, and direct project beneficiaries, strengthening the project networking.
11. Support with needs assessment and keep the Project Coordinator informed of emerging needs on the ground.
12. Contribute to and participate in needs assessment, strategic planning, project design, in line with Child Protection policies and strategies.

Other

1. Travelling may be required.
2. Perform other duties as required.

YOUR PROFILE

Education / Qualifications:

University degree from an accredited educational institute in a relevant field (development studies, project management, social work, psychology, child rights, etc). A master's degree will be an advantage.

Experience:

- A minimum of 4 years of professional experience.
- A minimum of 2 years of experience in a similar position in the field or desirably with an NGO.

- Previous experience in the implementation of Child Protection & Child Safeguarding and/or gender/GBV interventions will be an asset.
- Proven experience in delivering capacity-building activities (workshops, trainings) for youth and adults. Experience in capacity-building and awareness-raising activities with children is highly desirable.
- Proven experience in project implementation and knowledge of the project cycle.
- Proven writing skills, particularly in reporting.
- Effective communication skills and ability to communicate with different stakeholders.

Languages: Full proficiency in written and spoken Greek and English is mandatory.

IT Knowledge: Fully conversant with usual IT tools.

Competencies: This role requires a mastery of Personal, Social and Leadership Competencies (**PSLC**) & Technical and Methodological Competencies (**TMC**) :

- ✓ Cooperates and contributes to achieving goals *PSLC*
- ✓ Communicates in a clear, concise, and responsible way *PSLC*
- ✓ Shares knowledge *TMC*
- ✓ Creates trust links with interlocutors *PSLC*
- ✓ Contributes to the evaluation of competencies *PSLC*

TO APPLY:

Qualified applicants are encouraged to submit their CV and motivation letter in English to grc.recruitment@tdh.org. Please include “**Project Officer, your name and surname**” in the subject line of the application email.

Please note that only short-listed candidates will be contacted for the first interview.

Child Safeguarding Policy:

To commit to respect Tdh Risk Management Policies including Child Safeguarding Policy, Safety and Security Policy and Anti-Fraud/Corruption Policy, Whistle Blowing Policy.

GDPR compliance:

By sending your application, you agree that your personal data will be used in the recruitment process. All the documents we will request in different steps of the recruitment process will only be used for this purpose. All staff involved in recruitment and selection are aware that data protection rules apply, and that personal information will be treated confidentially. According to our policy, we will keep your application documents for the period of the recruitment only.