

Terre des hommes

Helping children worldwide.

Project Officer

Greece, Athens

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

Start date January 2026

Contract Open ended contract.

Salary 1.508,00-1.607,00 euro/monthly gross. Depending on skills and experience and in line with similar position grades in the organization.

Reports to: Project Coordinator

Deadline for applications: 31/12/2025

BACKGROUND

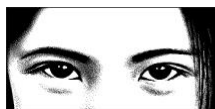
Terre des hommes Hellas promotes child protection and access to justice for children through programs addressing abuse, offending behaviour, school-based gender violence, and mental health. It empowers children, parents, and educators with training and workshops, while leveraging AI to improve access to information about children's rights and services.

ROLE DESCRIPTION

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 environments 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 and 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.





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MAIN RESPONSIBILITIES

Key responsibilities:

Under the direct supervision of Project Coordinator, the project officer will:

1. Take lead role for the planning, implementation, and monitoring of project activities, specifically on projects related to child protection & child safeguarding, school related violence and youth empowerment and delivery of outputs and results while ensuring donor and Tdh Hellas compliance guidelines are met. This specifically includes planning and delivery of trainings, workshops, webinars and e-courses to a variety of audiences, including children and professionals; policies & procedures establishment and support the planning and delivery of conferences/roundtables.
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 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 assessments 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

Travelling will be required.

Perform other duties as required.



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YOUR PROFILE

Education / Qualifications:

University degree from an accredited educational institute in relevant field (social sciences, social work, psychology, human rights, etc). Master will be an advantage.

Experience: A minimum of 4 years of professional experience.

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

Previous experience in implementation of child protection & child safeguarding and/or school related violence & youth empowerment 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.

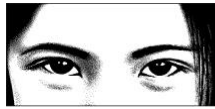
Effective communication skills and ability to communicate with different stakeholders.

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

IT Knowledge: Fully conversant with usual IT tools.

Competencies:

1. Cooperates and contributes to achieving goals
2. Communicates in a clear, concise and responsible way
3. Shares knowledge
4. Creates trust links with interlocutors
5. Contributes to the evaluation of competencies



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TO APPLY:

Qualified applicants are encouraged to submit their CV and motivation in English to grc.recruitment@tdh.org

Please include “Project Officer, your name and surname” in the subject line of the application email.

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.

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

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.