

Job Description

Revised 2025

Place of Assignment: Athens, Greece

Department: Management

Reports to: Chief Operating Officer, in close consultation with the Secretary General

Job title:

Head of Office- ICMC Greece

GENERAL

The International Catholic Migration Commission (ICMC) is an international non-governmental organization, with the mission to protect and serve uprooted people, including refugees, asylum seekers, internally displaced people, victims of human trafficking, and migrants - regardless of faith, race, ethnicity, or nationality. In collaboration with governmental and non-governmental partners, and through a worldwide network of Catholic Church-related members, ICMC implements and advocates for right-based policies and sustainable solutions to address global migration challenges. ICMC's operations are aimed to respond to the needs of vulnerable individuals and communities, and focus on protection, humanitarian assistance, resettlement, migration, and development. ICMC headquarters are in Geneva with liaison, and other operational/programmatic offices located in Brussels, Athens, Istanbul, and Washington, DC.

The Head of Office (HoO) is responsible for the application of ICMC strategy, policy, donor stewardship, program implementation and efficient, compliant management in the national context. The HoO represents ICMC locally and manages ICMC resources- including reputation- to maximize their positive impact on the people ICMC serves. S/he does this in collaboration with next level management (Chief Operating Officer).

HoO RESPONSIBILITIES

STRATEGY AND REPRESENTATION

- Represent ICMC to the Government, local authorities, UN agencies, NGO partners, and local Church. Identify opportunities for synergy with ICMC and address any concerns they have with ICMC quickly and effectively.
- With next level management, co-develop strategies that reflect the needs and opportunities of the local context and available resources.
- Ensure implementation of long-term strategic plans and consistency with organizational policies.

DONOR STEWARDSHIP

- Ensure that the implementation of funded programs reflects high standards of accountability to donors and program participants, complies with donor requirements, and is reflected in accurate reports. Respond to communications requests.
- Position existing programs to leverage them into future opportunities by representing ICMC's capabilities and commitment to accountability. Represent ICMC in local interactions with donors and coordinate with next level management to ensure consistent messaging.
- Through this positioning, enlist new supporters for ICMC work and oversee the development of proposals to them in support of the strategy.

PROGRAMMING

- Lead the design of interventions which reflect the agreed strategy and the availability of resources.

- Ensure that monitoring and evaluation systems are in place to inform ICMC about the effectiveness of its programs. Use information on effectiveness to adapt implementation and inform future programming.

HUMAN RESOURCES

- Recruit and manage a cadre of staff with the expertise required to support strategy development and implementation. To the extent possible, organize opportunities to grow their professional capabilities and support their well-being.
- Directly supervise a team of four professionals, including the Finance Manager, 2 HR Managers, and administrative staff.
- Ensure compliance with local labour laws and regulations and with ICMC policies related to staff. Sensitize staff especially to ICMC and donor expectations regarding fraud and PSHEA among the themes.
- Be responsible for the security and well-being of ICMC staff, associates and assets by connecting with local stakeholders and key partners, in collaboration with next level management where possible.

FINANCIAL RESOURCES

- Hold primary responsibility for the expenditure of local assets, acting as final approver for all expenses and, where applicable, the main signatory on local bank accounts. Monitor spending and adjust budgets when needed and approved to ensure full cost recovery.
- Ensure that transactions are recorded and reported locally in ways that comply with ICMC policy, donor regulations, and local law. Support internal control monitoring visits and local audits and implement relevant recommendations.

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

QUALIFICATIONS

- Master's Degree in Business Administration, International Relations, Economics, Sciences, or relevant field required. Additional experience may substitute for some education.
- Minimum of 5 years' work experience in a non-profit, development, and/or humanitarian organization with progressive responsibilities and some project management experience. Experience with an international organization a plus.
- Demonstrated success in leading teams. Demonstrated success in managing in cross-cultural settings.
- Project management experience with institutional donors. UN and EU donors preferred.
- Fluency in English. Fluency in Greek.

HOW TO APPLY

Interested candidates must submit a detailed CV of maximum four pages in English, a motivation letter and two professional references with full and up-to-date contact details via email, to: recruitment@icmc.net.

The Job Title and the applicant's full name must be quoted in the email subject line.

Referees may be contacted prior to the interview stage.

Applications will be reviewed on a rolling basis starting 15 April 2025. The position will remain open until 30 April 2025 or until filled. Interviews with shortlisted candidates may take place before the closing date. Early applications are strongly encouraged.

Owing to the volume of applications, ICMC only applicants short-listed for an interview will be notified.

Please note that applications received after the deadline will not be accepted.

ICMC is committed to a Zero-Tolerance Policy toward sexual exploitation, abuses and all forms of unlawful harassment, including but not limited to sexual harassment. Screening of applications includes the vetting for records of prior misconduct and reference checking. ICMC may take other necessary measures to ensure that people involved in substantiated cases of sexual exploitation, abuse and harassment will not be recruited. ICMC

is committed to equal employment opportunities for all applicants. ICMC does not discriminate on the basis of race, gender, color, national origin, religion, physical or mental ability, marital status and age.

DATA PROTECTION

By submitting an application, you agree that ICMC collects and manages the information that you provide. Your personal information will be used for recruitment purposes only. Your application will be treated with strict confidentiality