

Role Project Officer
Start date June 2024
Organisation ELIL (www.elil.eu)
Location Lesvos Greece
Working hours Full-time (09.00 – 17.00 Monday – Friday)



Background

«European Lawyers in Lesvos – ELIL» has been present in Greece since 2016, aiming to provide legal assistance to applicants of international protection. The NGO is registered in Greece and in Germany and was founded in 2016 by the Council of Bars and Law Societies of Europe (CCBE) and the German Bar Association (DAV) and is now also supported by the French Bar Association (CNB). These organisations represent the bars and law societies of 45 European member, associate and observer countries, and through them more than 1 million European lawyers.

ELIL was inspired by belief in the fundamental importance of upholding the rule of law, protecting human rights and ensuring meaningful access to legal assistance.

Our team of Greek asylum lawyers and volunteer asylum lawyers from other European countries, provides free, independent legal assistance to asylum seekers in Greece since 2016.

Our main activity is the provision of one-on-one legal consultations to prepare asylum seekers for their asylum interview. We also help reunite families by assisting with family reunification applications and assist unaccompanied minors (interview preparation, family reunification and age assessment).

We are looking to recruit a project officer to join our team on Lesvos.

Role

The start date for this role is June 2024. The role reports to the Project Manager.

Role responsibilities

- Supporting with the day to day running of the program
- Assisting with planning, implementing, monitoring and evaluating of the program
- Scheduling of volunteers and organising the work of the team
- Representing ELIL in coordination meetings, as relevant
- Developing and maintaining good relations with refugees, team members and relevant stakeholders
- Identifying emerging issues and trends in order to improve the implementation of the program and respond to changing needs
- Contribute to reporting, including preparing monthly operational reports
- Organization and participation in outreach activities as needed

Skills and experience

- Undergraduate or graduate degree in a relevant field (e.g. law, international law, human rights, refugee law, international development, international relations) desirable
- Excellent verbal and written English skills (essential)
- Fluency in Greek (desirable)
- Excellent drafting, analytical and communication skills
- Eligible to work in Greece
- At least one year's experience of project management, preferably with experience of working for an international organisation or INGO/NGO
- Experience of working in a humanitarian/emergency context
- Ability to adapt to a changing legal, humanitarian/emergency-response environment
- Ability to work in a fast-paced, multicultural environment and to cope with competing demands under tight deadlines
- Excellent interpersonal and teamwork skills and experience of establishing good working relationships with a variety of people of different nationalities
- Excellent organisational skills and the ability to manage efficiently multiple priorities, deadlines and tasks
- Good time-management skills, resourcefulness and attention to detail
- Capable of being proactive and working independently
- Passionate about supporting the rights of refugees and migrants
- Culturally sensitive
- High professional ethics and integrity

To apply for this role, please send a CV and cover letter in English by email to the Project Manager, Tereza Mimikou (vacancies@elil.eu).

Closing date for submission of applications: 18 May 2024.

ELIL is an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, or disability status.

Applications will be processed as they come and the position maybe filled before the above deadline. Only short-listed candidates will be contacted. All applications will be treated with strict confidentiality.