



FENIX Humanitarian Legal Aid

Job Description - Operations Officer

Fenix – Humanitarian Legal Aid is a Greek nonprofit organization, authorized to operate by Greece’s Ministry of Migration and Asylum, providing services in Lesvos and Athens.

Our teams of 30+ national and international field lawyers, protection officers, social workers, psychologists, human rights and gender specialists and cultural mediators pursue a comprehensive and holistic approach that supports to support asylum seekers’ legal, protection, medical and mental health needs. We focus their work on vulnerable populations, including survivors of torture and sexual and gender based violence, unaccompanied children, and people with disabilities or serious medical conditions.

We are currently looking for an **Operations Officer** to join our team in Lesvos from January 10th, 2022.

We are looking for an independent, adaptable and responsible individual who is interested in joining our back office team. The successful candidate must be an excellent communicator, a cooperative, respectful team player, and have the ability to multitask and prioritize in a constantly shifting context.

Job Responsibilities

Under the supervision of the Executive Director and the Operations Coordinator, the Operations Officer will be responsible for:

- Manage the organization’s resources in Lesvos and Athens (houses, offices, car, office supplies).
- Identify and fulfill operational needs (material, logistics, financial) at field level on a weekly basis
- Lead the creation of a weekly plan at the field level, including the sharing of common spaces, use of the car, reception schedule, translators’ schedule, etc.
- Under the supervision of the Operations Coordinator collect and deliver all the required financial and HR documents.
- Liaise with partners and in-house psychologists to organize team building and training activities

All Fenix team members must comply with the values and principles outlined in the Fenix code of conduct and Policies.

Job Requirements

- Bachelor Degree in relevant field
- High command of spoken and written English. Knowledge of Greek, Arabic, Farsi/Dari and/or French is an asset
- Academic knowledge of, or experience in project management
- Previous experience in accounting, HR, or grant management is an asset
- Excellent communication and organization skills
- Excellent people management skills
- Passion for human rights
- Driving License is required

Conditions

- Volunteer 6-month full-time position based in Mytilene, Lesvos.
- Start date: January 10th, 2022



Please apply through the general application form on our website at www.fenixaid.org/Join-us and select the position “Field Operations Officer” or send us an email to recruitment@fenixaid.org. Applications will be reviewed on a rolling basis.