



Open Position: Head of Mission - Lesvos

Fenix – Humanitarian Legal Aid is a non-profit organization (MKO) that provides holistic legal aid services to asylum seekers and refugees in Greece.

Fenix is looking for a responsible, hard-working and committed individual to coordinate our field teams on Lesvos. Our clients need great advocates who demonstrate compassion, patience, and empathy in extremely trying circumstances. The successful candidate must be an excellent communicator, a cooperative, respectful team player, present a professional image, and have the ability to multitask and prioritize in a constantly shifting environment. We are looking for someone who sees this position as more than a job – something closer to a calling or mission.

The Head of Mission will be responsible for overseeing and coordinating the interactions of our different field teams: Protection & Case Management, Mental Health & PSS, Information & Interview Preparation, Family Reunification, and Litigation, as well as for implementing working plans and strategies, and monitoring and evaluation mechanisms. In this sense, he/she/they will be in charge of establishing the team's goals, monitoring the project's activities and expected results, and adapting the working strategies to the emerging and changing needs in the field.

The Head of Mission will also represent the organization at meetings and timely share outcomes with the field teams and ED. He/she/they will also be in charge of liaising with local/national authorities and other actors (including camp management) as needed to facilitate achievement of project objectives.

Essential Functions

- Supervises the different field teams, constantly striving to improve the effectiveness and efficiency of the field activities and ensuring coordination and information sharing among the teams and stakeholders
- Establishes short and long term goals, adapting the strategy to the changing conditions and challenges on the ground
- Coordinates project resources (workforce, time and other inputs) as planned, through maintaining day-to-day relations with the different coordinators and teams.
- Works closely with the M&E team to develop and comply with the Monitoring, Evaluation and Learning Plan, monitors key deliverables and provides reports on the results
- Represents the organization at meetings and timely shares outcomes with the Field Teams, Executive Director and Board of Directors
- Leads the provision of technical guidance to support all team members and trains new members. Together with the Operations Manager, the Head of Mission addresses staff and volunteer performance.
- Liaises with local/national authorities and other actors (including camp management) as needed to facilitate achievement of the project's objectives.
- Collaborates with Advocacy and Communication efforts as required
- Maintains records in compliance with reporting requirements of any and all grants or agreements
- Performs other duties as required

Qualifications and Requirements

- Bachelor and Masters degree in Law, Political Science, International Relations, or other relevant area. Candidates with a degree in Law will be prioritized for the position
- Six to eight years of relevant professional experience
- Fluency in English. Another relevant language (Greek, French, Arabic, Dari, Farsi) is desirable
- Background in Human Rights, European Law, and Immigration and Asylum Law
- Knowledge of European, national and local changes in legislation, policies and practice related to migration and asylum, as well as new actors and organizations on the island.



- Proven coordination and team management experience
- Excellent interpersonal skills, including communication skills and a proactive positive attitude
- Ability to work with clients of a range of backgrounds, with sensitivity to culture, trauma history, age and other vulnerabilities
- Ability to work both independently and in a group setting, and meet deadlines in a fast-paced dynamic environment.
- Passion for human rights and social justice
- Ability to work in an emergency setting and under pressure

Conditions

- 14 months full time position (October 2021 - December 2022). Extension depends on funding availability.
- Based in Mytilene, Lesvos
- Remuneration commensurate to background and experience
- Starting date: October 2021

**To Apply: Please submit your CV through our website: <https://www.fenixaid.org/join-us>
Applications will be reviewed until the position is filled. For questions please email recruitment@fenixaid.org**