



Ελληνικός  
Ερυθρός Σταυρός

## ΠΡΟΚΗΡΥΞΗ ΓΙΑ ΘΕΣΗ ΣΥΝΤΟΝΙΣΤΗ ΠΡΟΓΡΑΜΜΑΤΟΣ

Ο Ελληνικός Ερυθρός Σταυρός (Ε.Ε.Σ.) προκηρύσσει **θέση Συντονιστή Προγράμματος** για τις ανάγκες του προγράμματος «*COVID-19 Mobile Testing Initiative*» που χρηματοδοτείται από τη DG SANTE/Ευρωπαϊκή Επιτροπή σε συνεργασία με τη Διεθνή Ομοσπονδία Συλλόγων Ερυθρού Σταυρού/Ερυθράς Ημισελήνου (ΔΟΕΣ/IFRC) και υλοποιείται από τον Ε.Ε.Σ. Το πρόγραμμα αφορά στη διενέργεια τεστ ταχείας ανίχνευσης αντιγόνου COVID-19 σε στοχευμένες ομάδες πληθυσμού (μετανάστες και πρόσφυγες σε όλη την Ελλάδα, ΡΟΜΑ και άστεγους στην Αττική).

Ο/Η συντονιστής/ρια θα εργαστεί για διάστημα 7 μηνών, με καθεστώς πλήρους απασχόλησης και θα υπογράψει ατομική σύμβαση εργασίας στο πλαίσιο του προαναφερόμενου προγράμματος. Η βάση εργασίας του/της θα είναι η Αθήνα αλλά θα πρέπει να είναι σε θέση να ταξιδεύει στις περιοχές υλοποίησης του προγράμματος.

Την πλήρη περιγραφή της θέσης και των απαιτούμενων προσόντων μπορείτε να δείτε, στα αγγλικά, στο παράρτημα που ακολουθεί.

Οι ενδιαφερόμενοι παρακαλούνται να στείλουν τα βιογραφικά τους, **μέχρι την Παρασκευή 31 Δεκεμβρίου και ώρα 13:00**, στη Διεύθυνση Προσωπικού του ΕΕΣ, υπόψιν κ. Σ. Γαβριλάκη, στο email: [human-res@redcross.gr](mailto:human-res@redcross.gr), με θέμα: **«Θέση Συντονιστή προγράμματος «COVID-19 Mobile Testing Initiative».**

Τηλέφωνα επικοινωνίας: 210 36 13 559 (Διεύθυνση Προσωπικού).



## Job description

<b>Job title:</b>	<b>Project coordinator</b>
<b>Location:</b>	Athens
<b>Reports to:</b>	Head Director of International Cooperation, Organisational Development & Programs Sector
<b>Responsible for:</b>	“COVID-19 Mobile testing initiative” Project of HRC/IFRC
<b>Donor</b>	DG SANTE – EU COMMISSION
<b>Action title:</b>	Red Cross Actions to Contribute Increasing the level COVID 19 Mobile Testing Capacities in EU Countries

### Summary statement

Given the increasing spread of the COVID-19 epidemic in Greece, Hellenic Red Cross (HRC) is following a comprehensive COVID-19 Response Plan, within Red Cross Movement general epidemic response, aiming to support the mitigation of the virus spread and the health, social and economic impact of the epidemic on vulnerable population and/or communities. The project “COVID-19 Mobile testing initiative”, is funded by DG SANTE, in agreement with International Federation of the Red Cross/Red Crescent (IFRC) and HRC is the implementing partner.

The coordinator of the “COVID-19 Mobile testing initiative” project, under the direction of the Head Director of the “International Cooperation, Organisational Development & Programs” Sector, will have the responsibility to create comprehensive action plans concerning resources, budget and timeframes, to ensure the project is well organised and runs smoothly. The project coordinator will work in collaboration with other relevant HRC Departments, staff and volunteers, local health authorities and targeted communities as part of a team within the scope of the project and the mandate of the Hellenic Red Cross and International Federation of the Red Cross and Red Crescent Societies (IFRC).

### Key tasks and responsibilities

- Coordinate internal resources and third parties/vendors for the flawless execution of the project
- Ensure that the project is delivered on-time, within scope and within budget lines
- Ensure availability and allocation of resources (HR, material, funds) to all sites
- Organise and coordinate effectively the schedule of the HRC mobile testing teams in order to meet the project’s operational areas within projects timeframe
- Coordinate the team throughout all project management phases
- Provide technical advice to the teams on the management of inconclusive/ambiguous test results and PCR testing
- Prepare a protocol for the test results management
- Set testing schedule per geographical area and deadlines
- Monitor the logistic needs of the teams (supply of tests, PPEs etc); ensure that timely orders and timely dispatches to the field are done
- Coordinate the deployment schedules of the teams and the procurement plans, in cooperation with the line manager
- Ensure that all team members have the required information and resources to carry out their tasks effectively
- Participate in meetings with internal and external stakeholders

- Develop a project plan to monitor and track progress
- Manage changes to the project schedule and project costs using appropriate verification techniques
- Create and maintain comprehensive project documentation
- Track project performance, specifically to analyze the successful completion of its goals
- Meet budgetary objectives and make adjustments to project constraints based on financial monitoring and analysis
- Ensure the funds are used solely for the objectives and activities of the project
- Consolidate the reports/statistics from each team and share the consolidated report/statistics with HRC/IFRC relevant departments/staff and MoH/EODY, as per agreed timeframe
- Produce and submit project reports (narrative, statistics and financial) to the line manager according to donor requirements, formats and deadlines
- Perform other project related duties as assigned
- Organize and support the project-related trainings and/or other informational material for the HRC teams (staff and volunteers) based on the needs of each team

### Duties applicable to all project staff

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1. Actively work towards the achievement of the project goals
2. Abide by and work in accordance with the Red Cross/Red Crescent principles
3. Perform any other project related duties and responsibilities that may be assigned by the line manager

### Personal Specifications

General	Required	Preferred
In good mental and physical health and ability to travel when required by the project	X	
Discrete, professional, mature and at ease in problem solving	X	
Capable of decision-making in conditions of uncertainty	X	
Conducts work in accordance with the testing regulations and requirements of the Hellenic authorities	X	
Capable of handling stress, change and situations of insecurity	X	
<b>Education/Qualifications</b>		
University degree in health	X	
Master's degree in public health		X
Master's degree or seminar in management/administration		X
<b>Experience</b>		
Experience in project coordination	X	
Experience of supporting staff and working in a team environment	X	
Strong background in report-writing and product delivery to tight deadlines	X	
Experience in working in a multi-cultural context	X	
Experience of working for the Red Cross/Red Crescent movement		X
<b>Skills/knowledge</b>		
Competent in computer use	X	
Fluent in English (spoken and written)	X	
Skills in training facilitation and coaching of staff and volunteers		X
Sensitive to cultural and regional issues		X