



Ελληνικός  
Ερυθρός Σταυρός

## ΠΡΟΚΗΡΥΞΗ ΓΙΑ ΘΕΣΗ ΥΠΕΥΘΥΝΟΥ ΟΙΚΟΝΟΜΙΚΩΝ ΠΡΟΓΡΑΜΜΑΤΟΣ

Ο Ελληνικός Ερυθρός Σταυρός (Ε.Ε.Σ.) προκηρύσσει **θέση Υπεύθυνου Οικονομικών 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 υπεύθυνος/η οικονομικών 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 σε περιοχές υλοποίησης του προγράμματος, όποτε χρειαστεί.

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 Υπεύθυνου Οικονομικών προγράμματος «COVID-19 Mobile Testing Initiative».**

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



## Job description

<b>Job title:</b>	<b>Project finance officer</b>
<b>Location:</b>	Athens
<b>Reports to:</b>	Project coordinator (1 <sup>st</sup> line manager) Head Director of International Cooperation, Organisational Development & Programs Sector (2 <sup>nd</sup> line manager)
<b>Responsible for:</b>	“COVID-19 Mobile testing initiative” Project of HRC funded by DG SANTE

### 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 finance officer of the “COVID-19 Mobile testing initiative” project, under the direction of project coordinator and the Head Director of the “International Cooperation, Organisational Development & Programs” Sector and the project coordinator, will have the responsibility of ensuring that the project is implemented in a timely manner within the set budget and requirements of the project and its donor and will work in collaboration with other relevant HRC Departments and staff 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

- Ensure that all project expenses are in accordance with the project requirements and the financial policies, procedures and rules and regulations of HRC/IFRC and the donor
- Ensure organized and complete accounting file documentation of the project is maintained
- Monitor expenditure levels against budget and funding obligations within the project timeframe
- Provide the project team and the HRC finance Department with information and guidance on project financial performance
- Regularly provide (requested and non-requested) insight regarding the overall projects financial status, in order to safeguard financial performance in line with donor and HRC financial guidelines.
- Verify accuracy and compliance of expenses and expense reporting
- Provide assistance to HRC finance department with the internal or external audit requirements
- Support periodic (eg monthly, weekly) budget tracking exercises and ensure that the project manager & coordinator are timely informed of variances

- Support the project manager to record all project financial transactions in line with the HRC financial management procedures and the donor financial reporting standards, in close consultation with the project manager and project coordinator.
- Ensure that all the supporting documents for reporting are made available according to donor requirements and as per project management procedures
- Other duties as assigned, if needed

### 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	X	
Discrete, professional and mature	X	
Innovative and at ease in problem solving	X	
Capable of handling stress and changes	X	
<b>Education/Qualifications</b>		
University degree in Accounting, Economics, statistics or related field	X	
<b>Experience</b>		
Experience in financial project management or supporting financial project management	X	
Experience of supporting staff and working in a team environment	X	
Strong background in financial 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 (Windows, Microsoft Office, spreadsheets, word-processing, e-mail)	X	
Fluent in English (spoken and written)	X	