



Ελληνικός
Ερυθρός Σταυρός

ΠΡΟΚΗΡΥΞΗ ΓΙΑ 2 ΘΕΣΕΙΣ ΠΡΟΣΩΠΙΚΟΥ ΠΕΔΙΟΥ ΣΤΗΝ ΛΕΣΒΟ

Ο Ελληνικός Ερυθρός Σταυρός (Ε.Ε.Σ.) προκηρύσσει 2 θέσεις Προσωπικού Πεδίου στην Λέσβο 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 ΕΕΣ. 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).

Το προσωπικό πεδίο θα εργαστεί στην Κινητή Ομάδα Διενέργειας Τεστ του ΕΕΣ για διάστημα 7 μηνών, με καθεστώς πλήρους απασχόλησης και θα υπογράψουν ατομική σύμβαση εργασίας στο πλαίσιο του προαναφερόμενου προγράμματος. Η βάση εργασίας για τους δύο υπαλλήλους προσωπικού πεδίου θα είναι η Λέσβος.

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, με θέμα: **«Θέση Προσωπικό Πεδίου Λέσβου Προγράμματος «COVID-19 Mobile Testing Initiative».**

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



Job description

Job title:	Field Support staff
Location:	Lesvos– 2 field support staff
Responsible for:	Lesvos
Reports to:	Project Nurse (1 st line manager) and project coordinator (2 nd line manager)
Working for:	“COVID-19 Mobile testing initiative” Project of HRC/IFRC 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 support staff of the “COVID-19 Mobile testing initiative” project, under the direction and direct supervision of the project nurse and the direction of the project coordinator, will support the project implementation in the targeted sites of various geographical locations according to project requirements. The project support staff will work as part of a team (including staff and volunteers) within the scope of the project and the mandate of the HRC and the IFRC.

Key tasks and responsibilities

- Support the implementation of the testing operation in each targeted site in various geographical locations, as per project guidelines
- Collect and record, electronically and manually, the necessary data for each person to be tested, according to set procedure, agreed protocols and project guidelines
- Assist in waiting area management and provide relevant instructions to ensure a smooth and safe flow of the targeted population waiting to have the test
- Ensure all necessary precaution measures against COVID-19 are being followed by the targeted population and HRC team members, at all times
- Keep accurate files and records, both electronic and manual, for each site and have them available for the due reports to be sent.
- Ensure confidentiality regarding any sensitive information concerning the targeted population
- Assist in the set-up and set-off of the office equipment prior to starting the testing operation
- Assist in the frequent monitoring of inventory records of all necessary supplies and the timely supply requests to HQs, to ensure that adequate quantities are available in the field to perform each testing exercise Other duties as assigned, if needed

Duties applicable to all project staff

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
Ability and readiness to travel and work in different locations for as long is needed, based on the project needs	X	
Polite with professional conduct and discrete with high level of confidentiality	X	
Innovative and at ease in problem solving	X	
Capable of handling stress and changes	X	
Education/Qualifications		
Lyceum diploma	X	
Higher Education Diploma		X
Experience		
Experience in working in a team environment	X	
Experience in working in a multi-cultural context	X	
Experience in community health projects or working with the community		X
Experience of working for the Red Cross/Red Crescent movement		X
Skills/knowledge		
Competent in computer use (data entering, Excel, spreadsheets, word-processing, e-mail)	X	
Speaks and writes English	X	
Excellent communication and interpersonal skills	X	