

Project Manager - Country Representative Samos Legal Centre (Greece)

Avocats Sans Frontières France (ASF France) is a French NGO established under the 1901 Law. Its mission is to promote and ensure the effective implementation of human rights, the rule of law, and the right to a fair trial, by providing legal assistance and defending persecuted lawyers and human rights defenders.

In response to the significant lack of legal support on the island, ASF France opened the Samos Legal Centre in January 2019 to help guarantee the right to seek asylum and protect the fundamental rights of asylum seekers who are under constant threat.

One of our priorities is to be accessible to as many people as possible and, to achieve this, the project has an 'open door' policy where everyone is welcome to visit our premises. The team also regularly visits the camp to provide legal advice and personalised advice to people who are unable to travel to the town, as the camp is located 7km from the town of Vathy, where the NGOs operate.

The project has three main specific objectives:

- To **offer free and independent legal assistance to asylum seekers**, from their arrival in the camp until a possible subsequent application. This includes preparatory sessions for the asylum interview, assistance with applications to the appeals board in the event of a negative decision, and applications to the authorities for cases that have been followed up.

- **Informing** asylum seekers and local actors about the asylum procedure and its specificities in Samos via live or online group information sessions, legal advice sessions near the camp or via the questions the team answers daily on the hotline.

In conjunction with other legal associations in Greece, we raise issues with the Greek Ombudsman about the conditions of the people we support and draw up joint statements denouncing the failure to respect fundamental rights.

- Providing **special support for the most vulnerable people**: accompanying them during their interview, referring them to other organisations for additional medical or psychological support.

Under the supervision of the Program Officer (Headquarters) and in close coordination with the Financial Administrator (Headquarters), the Project Manager ensures effective implementation and daily management of the Samos Legal Centre.

They lead a team composed of lawyers and volunteer jurists, and represent ASF France with local partners, authorities, and donors.

Main Responsibilities

A. Project Coordination & Strategic Management

- Ensure the overall implementation, monitoring, and evaluation of the project in line with ASF France's standards and donor requirements.
- Oversee the daily functioning of the Samos Legal Centre and ensure quality service delivery to applicants.
- Conduct regular context and needs analyses; propose strategic adjustments and new intervention approaches when necessary.
- Maintain updated project monitoring tools and ensure systematic data collection from applicants and partners.
- Draft internal and donor reports, ensuring accuracy and timeliness.
- Provide legal and technical guidance in collaboration with Greek lawyers, and contribute to the Legal Centre's advocacy and strategic litigation initiatives before national, European and international bodies.

B. Administrative, Human Resources & Logistical Management

- Recruit, supervise, and coordinate the field team (lawyers, volunteers, support staff).
- Plan and monitor team activities; organize regular coordination meetings.
- Ensure compliance with ASF France internal procedures and protocols.
- Oversee onboarding and training of volunteers and new staff.
- Ensure proper archiving, safekeeping, and security of project files and sensitive information.
- Manage the logistical needs of the project, in collaboration with headquarters when necessary.
Monitor the security situation on Samos and ensure that ASF France's protocols are applied.
- Report security incidents or risks to headquarters and propose mitigation measures.

C. Financial Management

- Prepare and monitor the project budget in accordance with ASF France's financial procedures and donor rules.
- Manage cash flow, payments, and monthly accounting in Greece.
- Prepare financial forecasts and funding requests in coordination with the Financial Administrator.

- Contribute to financial reporting and ensure transparent and accountable management of funds.

D. Fundraising, Donor Relations & Partnership Development

- Conduct continuous funding and co-funding opportunity analysis, in collaboration with headquarters.
- Contribute to the drafting of project proposals and responses to calls for proposals.
- Support the preparation of donor reports and ensure the visibility of ASF France's actions.
- Maintain close relationships with institutional and private donors and represent ASF France in relevant coordination mechanisms or networks.

E. Communication, Representation & Advocacy

- Represent ASF France with local, national, and European stakeholders
- Ensure internal communication and reporting between the field team and headquarters.
- Contribute to ASF France's external communication: prepare visibility materials, manage the Legal Centre's social media (Instagram, Facebook), and respond to media requests when relevant.
- Support advocacy efforts related to access to justice, the rule of law, and migrants' rights.
- Support ASF France's strategic litigation efforts, including documentation, case preparation, and collaboration with partner organizations and European legal networks.

Profile Required

Education:

- Advanced degree in Law, Political Science, or Project Management, with strong legal knowledge (migration and asylum preferred).

Experience:

- Proven experience in project coordination, financial management, and team supervision.
- Experience in fundraising or donor relations is a strong asset.

Skills:

- Understanding of the project cycle management and monitoring tools.
- Excellent analytical, writing, and reporting skills.
- Leadership and capacity to manage a multicultural team.
- Proficiency in English (spoken and written); Greek or French is an asset.

- Strong command of Microsoft Office (Word, Excel, PowerPoint, etc.).
- Knowledge of migration and asylum issues in Greece and Europe is an advantage.

4. Contract Conditions

- Fixed-term contract under **French law** (5 months, renewable).
- Expected start date: End of January 2026.
- Remuneration: gross monthly salary of 2100 €.
- Accommodation allowance and travel costs covered according to ASF France policy.

How to apply

Send your CV, cover letter (in PDF format) **by November 23rd, 2025**, at the latest to the following email address: samos@avocatssansfrontieres-france.org ; with the subject "ASFF - SAMOS PM".

Applications must be submitted in English.