

Project Manager Samos Legal Centre, Grèce

Avocats Sans Frontières France (Lawyers Without Borders France or ASF France) is a French NGO established under 1st July 1901 French legislation.

Its objectives are:

- To contribute to the effective implementation of human rights, universally recognized by ensuring the defense of any person deprived of a free and independent lawyer.
- To work towards the establishment and strengthening of the rule of law, the judiciary and especially the right to a fair trial and an effective defence.
- To defend lawyers and human rights defenders who are persecuted because of their professional practice.

In order to do so, Avocats Sans Frontières France uses all means available and can bring complaints before domestic and international institutions, and before judicial and non-judicial institutions.

Job description:

For its Samos Legal Centre project on the island of Samos in Greece, ASF France is looking for a Project Manager.

The Project Manager will be in charge of the implementation of the Samos Legal Centre project set up by ASF France. They will be under the supervision of the Program Officer and will work closely with the Financial Administrator based at the headquarters of ASF France. The Project Manager will be in charge of the Legal Centre team, composed of lawyers and volunteer jurists.

Main Responsibilities:

1. Coordination and technical management
 - Ensure the proper implementation and follow-up of the project in accordance with the terms of reference of the project and the commitments agreed with donors.
 - Ensure the daily functioning of the Samos Legal Centre in providing information services with the field team.
 - Provide a regular analysis of the project situation and context on the island of Samos.
 - In collaboration with the Greek lawyers of the Samos Legal Centre, provide legal expertise for all project activities, including the Legal Centre's advocacy strategy.
 - Ensure a constant evaluation of needs and propose new intervention strategies when necessary.
 - Ensure the operational follow-up of the project (financial, logistical, administrative) and its missions in their human, material and financial components.
 - Update all project monitoring tools and collect relevant data from beneficiaries and partners.
 - In collaboration with the headquarters, analyse and identify funding and co-funding opportunities and respond to them.
 - Report to the Program Officer of ASF France at headquarters.
2. Administrative and logistic management
 - Human Resources Management
 - Recruit, coordinate, and supervise the project team.
 - Plan the team's activities and organize regular team meetings.
 - Ensure that the team respects ASF France protocols and procedures.

- Support with the training of the volunteers and ensure that the field team respects the procedures established by ASF France.
 - Oversee the archiving, safekeeping and security of all project files.
3. Financial Management
- Carry out the budgetary and financial follow-up of the project according to the rules and procedures of ASF France.
 - Carry out the banking operations for the payments to be made in Greece.
 - Carry out monthly accounting.
 - Develop cash flow forecasts and funding request.
 - Report to the Financial Administrator of ASF France at the headquarters.
4. Representation and communication
- Ensure communication and visibility of the project.
 - Internal communication
 - Ensure the smooth communication of information between the team and ASF France's headquarters.
 - Prepare monthly internal reports on the follow-up of the project (technical and financial management, human resources management, activities, representation, etc.).
 - External communication
 - Establish and maintain collaborative relations with national, regional and international actors.
 - Ensure the link with the project's donors and prepare reports on the project's activities, in collaboration with Headquarters.
 - In collaboration with the headquarters, and with the Legal and Technical Assistant, manage the Instagram and Facebook page of the Samos Legal Centre.
 - Answer possible requests from journalists for reports, articles on the situation on the island of Samos.
5. Other
- Answer the requests of ASF France's headquarters.
 - Analyse the security context and transmit information to ASF France's headquarters.
 - In collaboration with the Program Officer at the headquarters, interact with the ASF France experts.

Education and professional experience:

- Advanced training in law, political science or project management with a solid knowledge in law, particularly on issues related to migration and asylum
- At least 2 years of experience in the field of international cooperation

Skills:

- Mastering of the project cycle management and proven capacities in project coordination.
- Excellent writing and analysis skills.
- Ability to supervise a multicultural team.
- Written and spoken proficiency in English.
- Knowledge of the issues related to migration in Greece and Europe will be an asset.
- Mastery of Pack Office is essential (Word, Excel, Power Point, Publisher, Internet Explorer).

Work conditions:

- Fixed-term contract under French law
- Remuneration according to profile and experience
- Duration of contract: 8 months (depending on project renewal)
- Approximative starting date: May 2024

- Accompanied departure possible
- Accommodation allowance provided
- ASF France covers two return trips between home and work, at the beginning and end of the mission, and for mid-mission leave, according to the criteria of the association.

How to apply:

Send your CV, cover letter and references by May 8th 2024 at the latest to the following email address: recrutements@avocatssansfrontieres-france.org ; with the subject "ASFF - SAMOS PM".