

In the context of ongoing and future operations and on behalf of EU institutions, HCL welcomes CVs covering the following profiles.

Interested candidates should send their CVs at [greece@hcl-consultants.com](mailto:greece@hcl-consultants.com) indicating the position at the subject line.

**Profiles of officers** require a minimum educational require as a minimum completed university studies of at least three years attested by diploma.

**Caseworkers/team leaders/vulnerability Officers:**

- ✓ Work as a member of an international team of experts on the processing of applications for international protection, following the relevant detailed Standards Operating Procedures and EU asylum acquis;
- ✓ Interviewing applicants for international protection;
- ✓ Preparing opinions on admissibility of applications for international protection;
- ✓ Preparing opinions on the merits of applications for international protection;
- ✓ Perform any other tasks in the interest of the service, relevant for the specific profile.

**Legal Rapporteur Officers:**

- ✓ Legal analysis, advice and or/or drafting on procurement, contract and other administrative and operational matters;
- ✓ Support appeals authorities (where relevant) in drafting facts of the case (including country of origin information) and decisions after deliberations/examinations done by the members of the Committee;
- ✓ Draft opinions after analysis of cases brought by the applicants for international protection to the Appeal Committees, in view of the decisions by the judges;
- ✓ Present, analyse an administrative case brought before the court/second instance of the administrative procedure;
- ✓ Ability to make an assessment of an application for international protection, analyse decisions of administrative authorities on international protection; summarize the legal reasoning and draft an opinion for the court accordingly;
- ✓ Perform any other tasks in the interest of the service, relevant for the specific profile.

**Legal Asylum Officers:**

- ✓ University degree in law studies; secondary degree required
- ✓ Ability to cooperate with Greek Court administrations, the Court staff and judges
- ✓ Computer literacy, including MS Office applications (Word, Excel), use of internet and web based applications;
- ✓ Excellent command of Greek and English language.

**Profiles for assistants** require as a minimum a post-secondary education attested by diploma or secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of at least one year.

**Interim asylum registration assistants:**

- ✓ Supporting function in the processing of international protection applications by third country nationals, and following certain tasks related to the relevant detailed Standards Operating Procedures as directed by the Asylum Service:
- ✓ Data entry/registering asylum claims into the Asylum Database;
- ✓ Fingerprinting;
- ✓ Document management/ Scanning/Archiving;
- ✓ Uploading scanned documents to the Asylum Database;
- ✓ Perform any other tasks in the interest of the service, relevant for the specific profile.

**Interpreters (MS interpreters and Interpreters/cultural mediators):**

- ✓ Required: Fluently spoken Farsi and Greek. English is an asset.
- ✓ Strong communication skills (written and spoken) in Farsi and Greek.
- ✓ Good attention to detail
- ✓ Experience with asylum organizations will be considered an asset.

**Operational Asylum Staff/Assistants:**

- ✓ Provide information to migrants, relocation applicants and applicants for international protection;
- ✓ Manage contacts, liaison and networking with internal and external stakeholders, e.g. other European and International institutions, NGOs, MS National Authorities and others;
- ✓ Compile daily and weekly statistics and reports and provide inputs for briefing request, state of play of operations;
- ✓ Manage the expert and interpreter teams, including relevant communication, coordination;
- ✓ Document management; logistics support;
- ✓ Perform any other tasks in the interest of the service, relevant for the specific profile.

**Statistics Assistants:**

- ✓ At least 3 years of professional experience in data collection;
- ✓ At least 3 years of professional experience in data analysing and reporting and providing relevant statistics;
- ✓ At least 3 years of professional experience in communicating and liaising with data providers and stakeholders for the provision of statistics;
- ✓ Have excellent knowledge of MS applications such as Excel, Word and Power Point.
- ✓ Degree obtained in a field relevant for the above mentioned functions and duties i.e. in the field of statistics, finance, economics, accounting, business administration or management;
- ✓ Experience in an international organisation or an EU Institution, Agency or Body;
- ✓ Experience in drafting and concluding reports on statistical findings.
- ✓ Excellent written and oral command of English;
- ✓ The ability to use electronic office equipment and applications (word processing, spread sheets, presentations, electronic communication, internet, etc.)

- ✓ Excellent analytical capabilities and problem solving skills and the ability to prioritise work and deliver results under pressure;
- ✓ Accuracy and attention to details;
- ✓ Ability to work co-operatively in a team in an international and multicultural environment;
- ✓ Excellent command of English;
- ✓ Discretion in handling sensitive and confidential issues.

#### **Interim Asylum Training Staff:**

- ✓ Provide information to migrants, relocation applicants and applicants for international protection;
- ✓ Manage contacts, liaison and networking with internal and external stakeholders, e.g. other European and International institutions, NGOs, MS National Authorities and others;
- ✓ Compile daily and weekly statistics and reports and provide inputs for briefing request, state of play of operations;
- ✓ Manage the expert and interpreter teams, including relevant communication, coordination;
- ✓ Document management; logistics support;
- ✓ Perform any other tasks in the interest of the service, relevant for the specific profile.
- ✓ Assist in drafting a strategy for training activities that Asylum offices will offer on asylum in close cooperation with Member States' asylum authorities, the Commission and the UNHCR;
- ✓ Advise on the methodology and priority milestones linked to training activities, including related staff, IT and financial issues;
- ✓ Organise necessary meetings and training, including operational training;
- ✓ Develop, plan, draft, deliver, report, and evaluate training initiatives together with training experts from Member States;
- ✓ Moderate and lead seminars and workshops with a view to developing training material and modules;
- ✓ Lead, carry out and monitor the development of new training curricula;
- ✓ Perform any other tasks in the interest of the service, relevant for the specific profile.

#### **Funding, Finance and Procurement Assistants:**

- ✓ Support with budgetary planning, monitoring and reporting;
- ✓ Support with public procurement related tasks and tendering processes;
- ✓ Support for contract implementation and monitoring;
- ✓ Support in processing financial transactions, such as commitments, payments, recovery orders, mission and expense reimbursement claims and other relevant financial processes;
- ✓ Prepare pre-financing requests, prepare and follow-up reimbursement requests; Review public procurement notices and contracts to be signed by the Agency;
- ✓ Verify supporting documents attached to claims, invoices and requests for payments;
- ✓ Maintain records and check transactions; Maintain financial project files and records, archive financial/administrative related project documentation;
- ✓ Draft narrative and financial reports;
- ✓ Support with audit tasks (incl. preparations and follow-up of annual audits);
- ✓ Perform any other tasks in the interest of the service, relevant for the specific profile.