**Introduction**

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The Danish Refugee Council (DRC) is a humanitarian, non-governmental and non-profit organization, founded in 1956, that works in 40 countries around the world.

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DRC’s mandate is driven by three global strategic objectives within the DRC Assistance Framework: Saving lives and alleviation of immediate suffering among people affected by conflict, Safeguarding, restoration and development of livelihoods, and, Institutional and organisational change that contributes to protection of people’s rights and peaceful handling of conflict.

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**Background**

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DRC has been operating in Greece since December 2015, providing support to the Greek Ministry of Migration Policy in ensuring dignified reception conditions for refugees and migrants arriving on Lesvos island. In March 2016, DRC expanded its operations in Athens, in response to the changing context and the build-up of refugee population on mainland Greece.

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**Purpose**

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The Shelter Officer (Electrical Engineer**)** will be responsible for effectively coordinating, implementing, and ensuring the quality of DRC shelter and WASH programmes related to Electrical aspects at multiple sites across the Attica, Larissa and Thessaloniki region. With close support from the Shelter/WASH advisory team and the responsible Shelter/WASH Coordinator of each area, the Officer will be assigned as necessary to oversee all technical assessments, reports and monitoring of various projects undertaken by DRC. S/he will work closely with the Shelter/WASH advisory team to ensure that all projects are technically sound and proportionate to the need for humanitarian assistance. Shelter Electrical Officer reports directly to Shelter/WASH Advisory Team Leader.

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**Duties and Responsibilities**

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**Responsibilities will include, but not necessarily be limited, to the following:**

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* Coordinating with Shelter/WASH Advisory Team, Shelter Coordinators and Site Operations staff, visit DRC sites to assess and resolve issues regarding the electrical supply and installations at the Sites.
* Lead surveys of electrical projects at multiple sites as needed
* Provide technical (electrical) guidance to ongoing design works by shelter staff
* Draft TOR’s, technical annexes and BOQ’s and contract requirements for all Electrical Consultants or Contractors to be hired by DRC
* Coordinate with all external Electrical actors contracted by DRC to monitor works and receive and review all reports
* As necessary, oversee activity of contractors for any Electrical works related to shelter and WASH maintenance and improvements
* Develop efficient, safe and technically sound electrical programming based on assessments, consultant reports and Greek standards.
* Develop a program for periodic electrical assessment of DRC's Sites.
* Inspect and improve electrical installations in DRC's Sites as needed.
* Any other tasks assigned by the Shelter Coordinator to support DRC’s emergency response

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**Required Qualifications**

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* University degree in Electrical Engineering.
* Certification in Electrical Engineering and membership of the Technical Chamber of Greece.
* Minimum 5 years’ experience as Electrical Engineer on medium to large scale infrastructure electrical projects.
* Strong verbal and written English skills. Must be able to read and write technical documents in both Greek and English.
* Strong computer skills. AutoCAD and MS Office experience is required
* Previous working experience with local or international NGOs will be considered as a strong advantage
* High professional ethics

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**Skills & Qualities**

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* Excellent interpersonal and teamwork skills, working with different groups, partners and nationalities
* Strong initiative and self-motivated, with a strong commitment to teamwork and humanitarian principle
* Flexible, enthusiastic and willing to learn from others
* Ability to multitask and cope with competing demands under tight deadlines
* Ability to cope with high workload and stress and identify priority activities and assignments, and adjust priorities as required
* Ability to establish and maintain good working relationships in a multi-ethnic, multi-cultural and multi-disciplinary environment

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**Terms and Conditions**

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The contract will be under the Greek Labor Law, and all allowances will be provided to the employees (Christmas, Easter, Vacation bonus).

DRC provides training opportunities to develop and strengthen the quality of its services as well as its staff members’ professional and personal development.

The position will be based in Attica (with occasional travel to other DRC area offices as needed. 20 – 30 %) (Greece) and national terms and conditions apply.

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**General Regulations**

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The employee shall follow DRC instructions on safety, confidentiality and ethical guidelines, including the Code of Conduct and the Humanitarian Accountability Framework.

Employee should not engage in any other paid activity during the DRC contract period without prior authorization.

Employee should not engage in any activity that could harm DRC or the implementation of any project during the DRC contract period.

Employee should not give interviews to the media or publish project-related photos or other material without prior authorization.

Employee shall return all borrowed equipment for the project to DRC after the end of the contract period or upon request.

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**Application Process**

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Interested? Then apply for this position on line: www.drc.dk/about-drc/vacancies/current-vacancies

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All applicants must send a cover letter and an updated CV (no longer than four pages). Both must be in English.

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Applications close on the **11th of September 2017.**

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***Due to the urgency of the position DRC reserves the right to recruit a candidate who matches the required profile before the above deadline.***