

PERSON SPECIFICATION

Head of Office – AI Greece

Management experience	<p>At least 5 years of experience of organizational management, preferably in the field of human rights, development or similar field;</p> <p>At least 5 years of experience managing staff, including identifying needs for professional development, providing regular appraisals of work and constructive feedback;</p> <p>Experience of strategic and operational planning;</p> <p>Knowledge of organizational development and capacity-building (highly desirable);</p> <p>Experience of implementing and managing projects and programs;</p>
Commitment to human rights	<p>Demonstrates a willingness to work in accordance with Amnesty International's mission, vision and core values;</p> <p>Extensive knowledge of the human rights situation in Greece (highly desirable);</p> <p>Knowledge, preferably through field experience, of human rights and/or development issues in another country;</p>
Campaigning skills and experience	<p>Experience of working collaboratively with other organizations, and with key internal and external stakeholders;</p> <p>Experience of coordinating campaigns and of mobilizing support around an issue (highly desirable);</p> <p>Experience of developing campaign strategies, preferably in regard to human rights issues;</p>
Financial management experience	<p>Experience in managing a budget and of ensuring conformity with financial reporting requirements;</p> <p>Experience in designing and implementing fund-raising activities (highly desirable); Experience of financial planning and accounting to external funders;</p> <p>Experience in ensuring good practice in the financial management of an office/organization;</p> <p>Experience in financial management and reporting obligations as required under Greek law;</p>
Media and representation skills	<p>Experience of representing an organization to the broadcast and print media, government, partner organizations and the public;</p> <p>Ability to develop contacts and build alliances with partner organizations;</p> <p>Ability to adapt style of communication to suit an audience, including a willingness to be firm and diplomatic when required;</p>
Leadership skills	<p>Able to lead and give effective direction to the collective coordination of the work of the National Office;</p> <p>Readily shares information with colleagues and key stakeholders within and outside of the organization, as appropriate;</p> <p>Takes responsibility for errors and assumes accountability for actions;</p>
Creativity and innovation	<p>Seeks innovative and creative ideas or fresh approaches to improve the quality of service offered;</p> <p>Demonstrably strong problem-solving skills;</p>

Communication skills	<p>Demonstrates strong communication skills, including ability to effectively communicate complex information both verbally and in writing;</p> <p>Fluency in written and spoken Greek and English is essential;</p> <p>Knowledge of other core languages of Amnesty International (Spanish, French, Arabic) or of other languages, an advantage;</p>
Other	<p>Appreciation of security considerations, including the importance of confidentiality in AI's work;</p> <p>Experience of working in a volunteer membership organization (highly desirable);</p> <p>Understanding and appreciation of cultural differences and willing to apply principles of cultural diversity and equal opportunity.</p>