

**UNHCR**United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

**United Nations High Commissioner for Refugees (UNHCR)
National Office, Athens/ Greece**

**Vacancy Announcement No. UNHCR GSR/UNHCR/15-38 R1
External/Internal Circulation**

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| Position Title: Field Assistant | Position Level: G-4 | Date Issued: 23/12/2015 |
| Position No: 2 | Report To: Snr Field Officer | Closing Date: 06/01/2016 |
| Section: Field/Programme | Duty Station: Chios (1), Eidomeni (1) | Contractual Status: Temporary Appointment until 31/03/2016 (with possibility of extension) |

Assignment date January 2016

Duties and Responsibilities:

- UNHCR Office has sufficient administrative assistance and support in routine services and activities within Programme/Field Section thus better able to meet the needs of persons of concern.
- Assist in administrative tasks as required such as preparation of reports, meeting authorized personnel and assisting them during field missions.
- Act as interpreter in the exchange of routine information, contribute to related liaison activities and respond directly to routine queries.
- Collect data and other information relevant to UNHCR and report to the supervisor accordingly.
- Keep regular contacts with local authorities and implementing partners as requested by supervisor.
- In coordination with implementing partners, assist in the reception, registration and provision of assistance to persons of concern to UNHCR.
- Collect and maintain data on project activities.
- Prepare background materials, working papers and tables for briefing and review sessions.
- Draft routine correspondence.
- Collect data on the implementation and performance of IPs agreements.
- Undertake field visits and accompany programme monitoring missions.
- Act as member of a multifunctional team and as such maintain daily close cooperation with the locally based team of Associate First Reception Experts (AFREs), in monitoring the situation and needs of persons of concern;
- Perform other related duties as required.

Authority

- Access the relevant information and programme records
- Decide on information contained in the reports submitted to supervisor.
- Liaise with local authority counterparts, partners and populations of concern

ESSENTIAL MINIMUM QUALIFICATION AND PROFESSIONAL EXPERIENCE REQUIRED:

Education and Skills: Completion of Secondary education with training/ certificate in Business Administration, Public Administration, Logistics, Finance, Social Science, Political Science or related field. Computer skills (in MS office).

Job experience: Minimum three (3) years of previous job experience relevant to the function.

Languages: Fluency in English; working knowledge of another relevant UN language an asset; local language (Greek) desired.

DESIRABLE QUALIFICATIONS AND COMPETENCIES:

- Completion of specific training relevant to functions of the position.
- Prior exposure to functions relating to office administration and programme activities, preferably in field related to refugees

Please apply in writing (**P.11, CV and application/motivation letter**), indicating vacancy announcement number, and position title to:

Attention Vacancy No: GRC/UNHCR/15-38, Field Assistant, Greece

Applications must be submitted by e-mail to the address indicated below:

greatvac@unhcr.org

Please indicate the location of the position you are applying for.

Considering various locations of the advertised position, local residents are encouraged to apply.

Applications received will not be acknowledged, only the short-listed candidates will be notified of the outcome of the competition, and will be invited for an interview.

Personal history (P.11 form) is attached or can be downloaded from:

www.unhcr.org/recruit/p11new.doc

P.11 form is mandatory and should be SIGNED by the applicant.

UNHCR does not charge a fee at any stage of the recruitment process. UNHCR aims for workforce diversity at all levels and encourages qualified women and persons with disabilities to apply.

Acknowledgments will only be sent to short-listed candidates under serious consideration.