



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

**Vacancy Announcement No. UNHCR GCR/UNHCR/15_36 R1
External/Internal Circulation**

Position Title: Snr. Community Services Assistant	Position Level: G-5	Date Issued: 23/12/2015
Number of positions: 3	Report To: Senior UNHCR Staff	Closing Date: 06/01/2016
Section: Protection/Community Services	Duty Station: Lesvos (1), Kos (1), Chios (1)	Contractual Status: Temporary Appointment until 31/03/2016 (with possibility of extension)

Assignment date January 2016

Duties and Responsibilities:

- Assist functional units, the Multi-Functional Team (MFT) and senior management to integrate participatory and community-based approaches in the overall protection delivery strategy.
- Assist in initiatives with host communities to involve national civil society groups in the protection of persons of concern.
- Support implementing and operational partners as well as with displaced and local communities to develop community-owned activities to address, where applicable, the social, educational, psycho-social, cultural, health, organisational and livelihood concerns as well as child protection and prevention and response to SGBV.
- Assist in analyzing protection risks and capacities of communities of concern.
- Support participatory assessments by multifunctional teams and ongoing consultation with persons of concern.
- Collect data for monitoring of programmes and budgets from an AGD perspective.
- Accompany, and interpret for, senior management in their contacts with local interlocutors.
- Draft and type routine correspondence, documents and reports using word processing equipment and maintain up-to-date filing systems.
- Support efforts to build the office capacity for community-based protection.

Authority (*decisions made in executing responsibilities and to achieve results*)

- Assist in the enforcement of participatory AGD sensitive analysis as an essential basis for all of UNHCR's work.
- Initiate AGD sensitive interventions at the appropriate level on community-based protection issues and to respond to protection concerns and incidents within the office and with persons and communities of concern based on agreed parameters.

- Identify which individuals or groups to prioritize for counselling and field visits based on agreed criteria.

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED

- Education: Completion of the Secondary education; Training in the related field of work.
- Job Experience: Minimum of 4 years previous relevant job experience.
- Computer skills (MS Office, including Excel, Word, PowerPoint, Access).
- Fluency in English; working knowledge of another relevant UN language an asset; local language (Greek) desired.

DESIRABLE QUALIFICATIONS & COMPETENCIES.

- Knowledge of Administrative/financial rules, procedures, processes in the context of UNHCR offices and Field operations.
- UNHCR learning programmes (PLP).
- Knowledge of MSRP.

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

Attention Vacancy No: GCR/UNHCR/15-36, Snr. Community Services Assistant, UNHCR, 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.