

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

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

**Vacancy Announcement No. UNHCR GCR/UNHCR/15-39 R1
External/Internal Circulation**

Position Title: Snr. Admin/Finance 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: Administration	Duty Station: Samos (1), Kos (1), Eidomeni (1)	Contractual Status: Temporary Appointment until 31/03/2016 (with possibility of extension)

Assignment date January 2015

Duties and Responsibilities:

- Processes entitlements, issues of contracts and maintains various personnel records and files;
- Assists in the recruitment of GS staff by evaluating candidate applications and conducting preliminary interviews;
- Assists in surveys on local cost of living, local salaries, housing rental and collecting the information on the above-mentioned; Processing requests for visas, identity cards, driving licences and other personnel-related documents; Prepare travel authorization and assist in the submission of travel claims;
- Attends meetings on day-to-day admin. matters; administers the movement of local staff members, their attendance, leave plan, overtime, etc. Assists in the preparation of inventory records of non-expendable equipment for submission to Hqs and takes care of stationary order;
- Maintains financial records and monitoring systems to record and reconcile expenditures, balances, payments, statements and other data for day-to-day transactions and reports;
- Assists in preparing financial vouchers and monthly accounts;
- Selects and enters data from a wide variety of documents, verifying accuracy by checking sources, making necessary calculations and assuring inclusion of all relevant data;
- Assists in preparing admin. budget submission for entire year; maintains liaison with officials of local bank to obtain day-to-day information in exchange and interest rates, changes in procedures and regulations and matters pertaining to maintenance of office bank accounts.
- Performs other duties as required.

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED

- Completion of Secondary Education or equivalent technical or commercial school with certificate/training in Business Administration, Finance, Office Management, Human Resources or other related field.
- Minimum 5 years of job experience relevant to the function;
- Computer skills (MS office and People Soft applications);
- Fluency in English; working knowledge of another relevant UN language an asset; local language (Greek) desired.

DESIRABLE QUALIFICATIONS & COMPETENCIES.

- Knowledge in UNHCR Admin and financial rules, procedures and processes;
- Knowledge and working experience of MSRP (Peoplesoft);
- Completion of UNHCR learning programmes or specific training relevant to functions of the position.
- Knowledge of another relevant UN or local languages.

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

Attention Vacancy No: GCR/UNHCR/15-39, Snr. Admin/Finance 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 the 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.