

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

**Vacancy Announcement No. UNHCR 15 25 (R1)  
External Circulation**

<b>Position Title:</b> First Reception Assistant	<b>Position Level:</b> <b>Individual Contractor- Local</b>	<b>Date Issued:</b> 11/12/2015
<b>Number of positions: 2</b>	<b>Report To:</b> Head of the First Reception Service Regional Structure	<b>Closing Date:</b> 18/12/2015
<b>Section:</b> Protection	<b>Duty Station:</b> Lesvos (1), Leros (1)	<b>Contractual Status:</b> Individual Contractor until 31 March 2016

**Assignment date**      01 January 2016

**Duties and Responsibilities:**

- Support the implementation of the main purposes and goals of the First Reception Service.
- Contribute to the cooperation and coordination among all actors operating under the FRS regional structure (First Reception Centre or Mobile Unit), namely the FRS local staff, the Police, UNHCR, IOM and NGOs.
- Support related procedures to reception, registration and provision of information and assistance to PoC, as conducted by all competent services operating at the FRS Regional structure.
- Interact with the groups of new arrivals, so as to keep track of expressed needs and address them, as required, to the competent service at the Centre.
- Participate in the identification of vulnerable cases and their referral accordingly.
- Collect data and other information relevant to new arrivals and report them to the supervisor.
- Assist in the management of Core Relief Items aimed to support the beneficiaries at the Centre.
- Undertake other relevant duties as required, linked to the primary goals of the FRS.

**Qualification Requirements:**

**Education and Skills:**

- Completion of Secondary Education with post-secondary training/certificate in Business Administration, Marketing, Social or Political Sciences, Law or related field.
- Computer skills

**Job experience:**

- Minimum 2 years or previous job experience relevant to the function.

**Languages:**

- Excellent knowledge of Greek and English language and working knowledge of another relevant UN language will be an asset.

**Desirable qualifications and competencies:**

- Completion of UNHCR learning programmes or specific trainings relevant to the function of the position.

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

**Attention Vacancy No: UNHCR15-25 (R1), First Reception Assistants, Greece**

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

[greatvac@unhcr.org](mailto:greatvac@unhcr.org)

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. Important note:

**Please indicate by preference an area/location where would you like to be based.**

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

[www.unhcr.org/recruit/p11new.doc](http://www.unhcr.org/recruit/p11new.doc)

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

**Questions: Any questions related to this vacancy must be addressed to the dedicated mailbox ([greatvac@unhcr.org](mailto:greatvac@unhcr.org)) using the attached form, by 03/11/2015**

**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.**