

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

**Vacancy Announcement No. UNHCR 15-26 (R1)  
External Circulation**

<b>Position Title:</b> Field Facilitators	<b>Position Level:</b> Individual Contractor- Local	<b>Date Issued:</b> 11/12/2015
<b>Number of positions:</b> n/a	<b>Report To:</b> Head of UNHCR Field Unit / Senior Field Officer	<b>Closing Date:</b> 18/12/2015
<b>Section:</b> Protection	<b>Duty Station:</b> Lesvos, Chios, Samos, Leros, Kos, Rhodes, Kalymnos	<b>Contractual Status:</b> Individual Contractor until 31/03/2016.

**Assignment date**      01 January 2016

**Duties and Responsibilities:**

- Support related procedures to reception, registration and provision of assistance to PoC, as conducted by competent services and in accordance with UNHCR's role.
- Assist the national actors and UNHCR site planners in the selection, planning, development or reconstruction of sites, used as temporary shelters, with a view to ensure that protection and humanitarian assistance is provided to PoC.
- Contribute to planning at the local level with regard to addressing increases or changes in incoming flows.
- Perform regular monitoring rounds of the site.
- Cooperate with competent authorities in reception sites with a view to ensuring safety and welfare of PoC.
- Interact with PoC so as to keep track of expressed needs and address them, as required, to the competent services.
- Contribute to the cooperation with all humanitarian partners and the civil society as well as with national authorities and local structures.
- Support in the identification of vulnerable cases and their referral accordingly.
- Collect data and other information relevant to new arrivals and report them to their supervisor.
- Assist in the storage and distribution of Core Relief Items to the beneficiaries at the site.
- Undertake other relevant administrative and field related duties as required.

**Qualification Requirements:**

**Education and Skills:**

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

**Job experience:**

- Minimum one (1) year or previous job experience relevant to the function.

**Languages:**

- Excellent knowledge of Arabic/Farsi/Dari/Urdu or other non-European official language.

**Desirable qualifications and competencies:**

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

**The announcement encourages qualified third country nationals with legal status in Greece, including recognized refugees, to apply.**

For persons belonging in the above category the following are required:

- a. A legal residence permit;
- b. Proof of insurance covering pharmaceutical and hospital care.

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

**Attention Vacancy No: UNHCR15-26 (R1), Field Facilitator, 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.**

**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.**