

**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/15-37 R1  
External/Internal Circulation**

<b>Position Title:</b> Admin/Finance Assistant	<b>Position Level:</b> G-4	<b>Date Issued:</b> 23/12/2015
<b>Number of positions: 1</b>	<b>Report To:</b> <b>Senior UNHCR Staff</b>	<b>Closing Date:</b> 06/01/2016
<b>Section:</b> Administration	<b>Duty Station:</b> Chios (1)	<b>Contractual Status:</b> Temporary Appointment until 31/03/2016 (with possibility of extension)

**Assignment date**      January 2016

**Duties and Responsibilities:**

1. Assists in maintenance of financial records and monitoring systems to record and reconcile expenditures, balances, payments, statements and other data for day-to-day transactions and reports;
2. Prepares recurring reports as scheduled and special reports as required for budget preparation, audits or other reasons;
3. Prepares detailed cost estimates and participates in budget analysis and projections as required;
4. Assists in processing of entitlements, issuance of contracts and maintenance of various personnel records and files;
5. Prepares correspondence and reports, as required, on general administrative and financial tasks.
6. Assists in the preparation of office budgets applicable to staff and servicing costs and maintains budgetary control records.
7. Assists in requisitions of office supplies and equipment locally and abroad and arranges for control of distribution and maintenance of appropriate inventory records;
8. 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 3 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/15-37, Admin/Finance Assistant, UNHCR, Greece**

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

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

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

**Considering the location of the advertised position, the local residents from Chios 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](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.**