

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

United Nations High Commissioner for Refugees (UNHCR) Representation, UNHCR/ Greece

Vacancy Announcement No. UNHCR GCR/UNHCR/16-09 External/Internal Circulation

Position Title: Snr. Field Assistant	Position Level: G-5	Date Issued: 16/02/2016
Number of positions: 3	Report To: Snr. Field/Protection staff	Closing Date: 23/02/2016
Section: Protection	Duty Station: Athens (2), Thessaloniki (1)	Contractual Status: Temporary Appointment until 30/04/2016 (with possibility of extension)

Assignment date immediately

1.1 ORGANIZATIONAL CONTEXT

According to the 17-point plan that came out from the European leaders' special summit on the Western Balkan's Migration Route on 25 October, Greece agreed to increase its reception capacity to 30,000 places by the end of the year. The plan for 2016 foresees also establishment of the hotspots on the five Aegean islands, UNHCR is committed to support the Government's plan with one-off interventions for establishment of these facilities. In addition, UNHCR has committed to make available 20,000 accommodation places in 2016 and 2017. The capacity will be increased based on occupancy rates but the 20,000 accommodation places will progressively be made available as of 1 January 2016 through a combination of hotel vouchers, rental of apartments, rental of buildings, and host family schemes. Beneficiaries of the accommodation under the relocation scheme will be persons eligible for relocation as well as persons seeking asylum in Greece, with a priority to persons with specific needs.

In the context of the overall UNHCR activities in implementation of the accommodation/reception scheme (progressive creation of 20.000 places for relocation candidates and other asylum seekers), the incumbent of the position, among other things performs a variety day-to-day of functions related to Field activities linked to the relocation project objectives and deliverables.

The incumbent will keep frequent internal contacts with staff members in the same duty station to exchange information and with the external contacts generally with officials of national and international institutions, leaders of the refugee community, local population and/or Implementing Partners (IPs) on routine subject matters under the direction of the supervisor.

1.2 FUNCTIONAL STATEMENT. *Describe the accountabilities, responsibilities and authorities associated with the position.*

Accountability *(key results that will be achieved)*

- UNHCR office has sufficient administrative and local support for the field activities thus better able to meet the needs of persons of concern.
- UNHCR's policies, standards and procedures are constantly and coherently applied in the area of responsibility (AoR).

Responsibility (*process and functions undertaken to achieve results*)

- Assist in monitoring the implementation of UNHCR programme including the delivery of all assistance items and monitoring of infrastructure.
- Assist in administrative tasks as required such as preparation of reports and meeting authorized personnel and assisting them during field missions.
- Act as interpreter in the exchange of routine information, contribute to related liaison activities and respond directly to routine queries.
- Collect data and other information relevant to UNHCR and report to the supervisor accordingly.
- Keep regular contacts with local authorities and implementing partners as requested by supervisor.
- In coordination with implementing partners, assist in the reception, registration and provision of assistance to persons of concern to UNHCR.
- Follow up, on a regular basis, the overall situation of persons of concern in camps and other areas where they have been accommodated and report accordingly.
- Undertake other relevant duties as required.

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

- Liaise with local authority counterparts, partners and populations of concern.
- Direct incidents and problems to the supervisor when they cannot be resolved at their level.

1.3 ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.

- Completion of the Secondary Education with post-secondary training/certificate in Business Administration, Law, Political Science or related field.
- Minimum 5 years of previous job experience relevant to the function.
- Computer skills.
- Fluency in English; working knowledge of another relevant UN language an asset; local language (Greek) desired.

1.4 DESIRABLE QUALIFICATIONS & COMPETENCIES.

Completion of UNHCR learning programmes or specific training relevant to functions of the position.

How to apply

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

Attention Vacancy No: **GCR/UNHCR/16-09, Snr. Field Assistant, UNHCR, Greece**

IMPORTANT: Please indicate the location of the position you are applying for.

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

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 a written test and 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.

We can accept applications from external applicants as long as they have been legally present in the country at the time of application.