



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

Vacancy Announcement No. UNHCR GCR/UNHCR/16-10 External/Internal Circulation

Position Title: Assistant Project Control Officer	Position Level: NOA	Date Issued: 16/02/2016
Number of positions: 1	Report To: Project Control Officer	Closing Date: 23/02/2016
Section: Project Control	Duty Station: Athens	Contractual Status: Temporary Appointment until 30/04/2016 (with possibility of extension)

Assignment date immediately

1.1 ORGANIZATIONAL CONTEXT.

On 30 June 2015, in the face of an exponential turn in the refugee and migrant crisis impacting Europe since the beginning of the year, a Level 2 (L2) Emergency was declared for internal UNHCR purposes for Greece, the FYR of Macedonia and Serbia. Since then, the refugee crisis has continued to grow in a dramatic fashion as thousands of women, men, boys and girls have continued to arrive in Greece and move onwards through the FYR of Macedonia, Serbia and Hungary towards Austria and Germany under very compelling human and protection conditions.

The UNHCR Office in Greece has been mobilizing efforts to assist the Government in identifying the needs and protection concerns of the refugees. UNHCR coordinates and promotes the implementation of its strategy within the framework of the Refugee Coordination Model with the government, civil society (IPs and Ops) and other relevant international and national stakeholders.

In this context, the incumbent complement programme management and provide support for oversight of projects including the formulation of a monitoring plan, quality assurance, and verification. Other activities of project control include: review of project agreements, project audit, monitoring that there is synchrony between financial and operational performance, participation in multi-functional monitoring activities and reviews, tracking project risk management, and supporting project closure.

It is essential to maintain segregation of duties between project control and programme functions for effective accountability and oversight. It includes work independently on regular assignments under the supervision of the Project Control Officer or to the same management level as programme functions for effective accountability and oversight. Therefore, the incumbent should report directly to the same senior management level as programme, i.e. Country Representative, Deputy Representative, Head of Office.

Project Control staff play a very important role in maintaining harmonious and effective partnerships, and often interact with implementing partners. As a result, incumbents need to be very mindful of all dimensions of partnerships in their interaction with partners (in accordance with the Principles of Partnership, the Code of Conduct and other relevant documents).

1.2 FUNCTIONAL STATEMENT.

Accountability (*key results that will be achieved*)

- Assurance of project implementation and delivery of expected results within budget/resources, timeframe, and in accordance with project agreements is provided.
- Resources transferred to implementing partners are utilized for the intended purposes and in accordance with project agreements.
- Performance delivery and financial expenditure reported by implementing partners are accurate and consistent.
- Programme and senior management are promptly informed of major variances and risks in the execution of projects (budgets, finance, implementation or timeframe).

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

- Contribute to reviewing that project agreements are in conformity with Country Operation Plans and UNHCR's rules, policies and procedures.
- Contribute to tracking the management of project risks in collaboration with the programme unit, and report major risks to senior management.
- Contribute to reviewing, analyzing and verifying Financial and Performance Implementing Partner Reports (Part I-IPFR and Part II-IPR), and to checking accuracy and consistency between IPFR and IPR, in accordance with project agreements.
- Monitor, track and verify that expenditure for direct implementation by UNHCR is in line with the approved budget.
- Conduct reviews of the internal control systems of implementing partners and provide advice as required.
- Provide input on identified variants, risks and issues to the partner, programme unit and escalate to management as required.
- Support timely project closure in coordination with the programme unit.
- Provide input to the mid- and end-year programme review process on issues related to project control.
- Maintain professional relationships with implementing partners.
- Keep up-to-date with all UNHCR rules, regulations and procedures necessary to perform these duties.
- Perform other duties as required.

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

- Escalate IP issues to supervisors.
- Recommend acceptance or non-acceptance of IPRs and payment of instalments.
- Advise on improvements related to project management.
- Contact implementing partners for project related matters.
- Have unlimited access to financial and operational records relating to projects.

1.3 ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.

- University Degree in Accounting, Finance, Public or Business Administration, Economics or related field, OR university degree in another field combined with a professional qualification in accounting, auditing or finance (CPA/CIA or equivalent).
- Minimum two years of previous job experience in the field of accounting/finance, project management, business analysis, quality assurance and/or risk management.
- Good knowledge of international auditing standards.
- Excellent computer skills, in particular in MS Office applications.
- Excellent communication and negotiation skills.
- Fluency in English; working knowledge of another relevant UN language an asset; local language (Greek) desired.

****For National Officer positions, very good knowledge of local language and local institutions is essential.*

1.4 DESIRABLE QUALIFICATIONS & COMPETENCIES.

- Professional qualification in accounting, auditing or finance (CPA/CIA or equivalent).
- Good knowledge of United Nations financial rules and procedures.
- Good understanding of the workflows of major Enterprise Resource Planning financial modules (such as PeopleSoft, SAP or Oracle).
- Working experience with accrual accounting (such as IPSAS or IFRS).

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/16-10, Assistant Project Control Officer, UNHCR Athens

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.