

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

**Vacancy Announcement No. UNHCR 1602
External/Internal Circulation**

Position Title: Field Assistant	Position Level: G-4	Date Issued: 26 January 2016
Number of positions: 3	Report To: Senior UNHCR Staff	Closing Date: 2 February 2016
Section: Field Protection	Duty Station: Lesvos (Mitolini)	Contractual Status: Temporary Appointment until 30 April 2016 (with possibility of extension)

Assignment date: immediately

Organizational Context:

The Field Assistant is normally supervised by the Field/Protection Officer/Associate and performs a variety of functions related to Field activities within the office. The supervisor exercises close control and regular review of the work processes and provides regular advice and guidance.

The incumbent keeps 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.

Duties and Responsibilities:

- 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.
- Undertake other relevant duties as required.

Qualification Requirements:

- Completion of the Secondary Education with post-secondary training/certificate in Business Administration, Law, Political Science or related field.
- Minimum 3 years of previous job experience relevant to the function.
- Computer skills.
- Fluency in English and working knowledge of local language.
- Fluency in Arabic or Farsi is highly desirable.

Desirable qualifications and competencies:

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

How to apply

IMPORTANT NOTE: Previous applicants do not need to re-submit their applications.

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

Attention Vacancy No: UNHCR 1602

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

greatvac@unhcr.org

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

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.