



UNHCR

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

VACANCY NOTICE Assistant Site Manager 2016/HRU/003

UNHCR Greece invites applications from qualified candidates for the following position:

Position title	Assistant Site Manager
Category and Level	UNOPS, LICA-1
Duty Station	Lesvos
Duration	For a period of 3 months
Effective date	1 November 2016
Closing Date	29 September 2016

OPERATIONAL CONTEXT

In the framework of the Special Mediterranean Initiative (SMI) and following the UNHCR internal declaration of Level 2 Emergency for Greece, the Office is supporting in engaging an Assistant Site Manager through the Municipality of Mytilene/ local Greek authorities aiming at improved coordination of the Kara Tepe Site as a necessary response to the situation with arrivals of Refugees and Migrants on Lesvos.

An adequate response requires setting up, coordination and management of sites/settlements and existing facilities for temporary to long-term stay of new arrivals and asylum-seekers pending their registration and assessment of asylum claim with the authorities, transfer to the mainland/Athens in some cases and support the integration for those who may stay for longer on the island. This includes coordination of service provision such as water, sanitation facilities, medical services, distribution of food and non-food items, cash-based intervention, hygiene items, legal and counselling support, interpretation, recreational and educational activities, etc. Seek ways to integrate the population, coordinate local integration projects and liaise with local authorities to agree on local integration initiatives and support efforts of social cohesion between host and refugee communities.

FUNCTIONAL STATEMENT

The Assistant Site Manager will assist the Site Manager to provide the best possible conditions for Refugees as they undergo registration process and/or are accommodated at the site. Working hours to be defined, night shifts will be included to ensure 24/7 site management presence to ensure active duty at the site.

Accountability

Provide basic facilities and a secure environment in order to ensure the protection rights of the Refugees as stipulated in International Humanitarian Law, under supervision of Site Manager and in coordination with UN/INGOS/NGOS/Volunteers, while considering surrounding host community relationship.

Responsibility

- Assist in the allocation of accommodation and ensure access to other services for the most vulnerable persons in accordance with site specific guidelines, in coordination with relevant agencies.
- Identify and report gaps/challenges in service provision and other issues to Site Manager.
- Report promptly any problem in the site functioning which needs immediate attention to the Site Manager or relevant agency staff.
- Support the Site Manager in maintaining a secure environment for the population on site, and report or respond to any security issues that may arise with relevant authorities.
- Explain rules and regulations to new arrivals and ensure that written rules in different languages are always available on site (posters, billboard, fliers).



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- Support and facilitate access to information by Refugees about services, especially when on duty during evening and night shifts.
- Support and facilitate coordinated and rational distribution of food and non-food items organized through the Food and NFI working group and cash-based interventions.
- Support and encourage self-reliance and local integration initiatives such as but not limited to education, livelihood, cash-based interventions and projects aiming at fostering social cohesion between the host and refugee communities.
- Ensure that a community-based and participatory approach is in place allowing regular and open communication with persons of concern on site and partners, including UNHCR, (I)NGOs, volunteers.
- Participate in coordination meetings and trainings with local authorities, UNHCR and partners as requested.
- Perform regular monitoring of the site.
- Provide reports on figures, issues, needs and activities as required.
- Perform other duties as required.

ESSENTIAL MINIMUM QUALIFICATIONS & PROFESSIONAL EXPERIENCE REQUIRED

- Completion of Secondary education
- Minimum 2 years of previous job experience relevant to the function
- Written and spoken proficiency in English and Greek
- Familiarity with use and operation of office equipment
- Good oral and written communication skills for understanding needs and explaining services
- Ability to work in a challenging environment
- Good cross-cultural awareness and sensitivity

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Experience in supporting of refugee site management/coordination, acquaintance with current issues and knowledge of population
- Knowledge of MS Office (Word, Excel, PowerPoint), Internet Explorer

Female candidates are encouraged to apply.

SUBMISSION OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your **Personal History Form (P11)** (which can be downloaded from www.unhcr.org/recruit/p11new.doc) and **Motivation Letter** by e-mail with the vacancy title **Assistant Site Manager 2016/HRU/003** in the subject line to: greatvac@unhcr.org no later than 29 September 2016. Only applications submitted by e-mail with a **signed P.11 form** will be considered. **Emails without vacancy title Assistant Site Manager 2016/HRU/003 in the subject line will not be considered.**

Shortlisted candidates might be required to sit for a written test and will have to undergo an oral interview. Only shortlisted candidates will be notified. No late applications will be accepted.

UNHCR is an equal opportunity employer and does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).

Deadline for submission of application: 29 September 2016.