



UNHCR

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

GREAT/2016/HRT-003

VACANCY NOTICE FOR A TEMPORARY APPOINTMENT

FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY

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

Position title	Programme Assistant
Position Number	Temporary Appointment
Category and Level	General Service, GL- 4
Duty Station	Leros
Remuneration	Attractive salary and entitlements as per UN Staff Rules & Regulation
Duration	Initially for a period of 3 months with a possibility for extension
Effective date	2 weeks following the receipt of the offer
Closing Date	4 August 2016

OPERATIONAL CONTEXT

In response to the exponential turn in the refugee and migrant crisis impacting Europe since the beginning of 2015, UNHCR Office in Greece mobilized efforts to assist the Government in identifying the needs and protection concerns of the refugees. UNHCR coordinates and promotes the implementation of its mandate within the framework of the Refugee Coordination Model with the government, civil society (IPs and Ops) and other relevant international and national stakeholders to provide protection and assistance to the thousands of women, men, boys and girls who continue to arrive in Greece and move onwards under very compelling human and protection conditions.

FUNCTIONAL STATEMENT

The incumbent receives guidance from more senior programme staff. S/he may receive indirect guidance from other sections and units relevant to the country programme(s). UNHCR Manual, programme objectives, Operations Plans, UN and UNHCR financial/budgetary rules and regulations will guide the work of the Programme Assistant.

The incumbent is expected to have contacts within the organization and outside the duty station, as well as with partners and other stakeholders to collect information and implement administrative requirements.

Accountability

- UNHCR Country Office has sufficient administrative assistance and support in routine services and activities within Programme Section thus better able to meet the needs of persons of concern.

Responsibility

- Collect and maintain data on project activities.
- Prepare background materials, working papers and tables for briefing and review sessions.
- Draft routine correspondence.
- Collect data on the implementation and performance of IPs agreements.
- Apply UNHCR's corporate tools (e.g. Global Focus, Focus Client) to generate data for evidence-based decisions at the country-level.
- Assist in ensuring compliance in issuance of audit certificates for Implementing Partners.
- Undertake field visits and accompany programme monitoring missions.
- Perform other duties as required.



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Authority

- Access the relevant information and programme records, FOCUS, MSRP data.
- Decide on information contained in the reports submitted to supervisor.

ESSENTIAL MINIMUM QUALIFICATIONS & PROFESSIONAL EXPERIENCE REQUIRED

- Education: completion of Secondary education with training/ certificate in Business Administration, Social Science, International Law or related field.
- Experience: minimum 2 years of previous job experience relevant to the function.
- Computer skills (in MS office).
- Fluency in English and working knowledge of another relevant UN language or local language.

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Completion of the UNHCR Learning programmes or specific training relevant to functions of the position.
- Knowledge of UNHCR specific programmes (MSRP, Focus, etc.).
- Prior exposure to UNHCR refugee operations and functions relating to office administration and programme activities

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/pl1new.doc) and motivation letter by e-mail with the reference number **GREAT/2016/HRT-003** in the subject line to: greatvac@unhcr.org no later than 4 August 2016.

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: 4 August 2016.