



# UNHCR

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

GREAT/2016/HRT-002

## VACANCY NOTICE FOR A TEMPORARY APPOINTMENT

### *FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY*

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

<b>Position title</b>	Senior Programme Assistant
<b>Position Number</b>	Temporary Appointment
<b>Category and Level</b>	General Service, GL- 5
<b>Duty Station</b>	<b>Kos</b>
<b>Remuneration</b>	Attractive salary and entitlements as per UN Staff Rules & Regulation
<b>Duration</b>	Initially for a period of 3 months with a possibility for extension
<b>Effective date</b>	2 weeks following the receipt of the offer
<b>Closing Date</b>	<b>4 August 2016</b>

### **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 normally receives guidance from more senior programme staff in the operation. S/he may receive indirect guidance from other sections and units relevant to the country programme(s). UNHCR Manual, Operations Plans, UN and UNHCR financial/budgetary rules and regulations will guide the work of the Senior 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, monitor programme activities 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.
- IP agreements are established in a timely manner, regularly monitored and reported on in compliance with established guidelines and procedures.

### **Responsibility**

- Collects, registers and maintains information on project activities.
- Prepare status and progress reports, prepare tables and draft routine correspondence.
- Prepare background material for use in discussions and briefing sessions.
- Undertake proper collection, monitoring and use of baselines, standards and indicators needed to measure and analyse programme performance, trends and target interventions.
- Review the implementation and performance of IPs agreements through appropriate physical monitoring to evaluate the projects by reviewing work plans, progress reports, budget, financial reports and expenditures. This may include field visits for specific monitoring and evaluation issues.



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- Apply UNHCR's corporate tools (e.g. Global Focus, Focus Client) to assess the technical soundness of the operation and generate data for evidence-based decisions at the country-level.
- Assist in ensuring compliance in issuance of audit certificates for Implementing Partners.
- Perform other duties as required.

#### **Authority**

- Provide inputs for the country operations plan (including budgets, staffing levels and structures) as well as prepare inputs for funding submissions, appeals and reports.
- Access the relevant information and programme records, Focus/ MSRP data.
- Represent UNHCR in physical monitoring of projects.

#### **ESSENTIAL MINIMUM QUALIFICATIONS & PROFESSIONAL EXPERIENCE REQUIRED**

- Education: Completion of Secondary education courses/ training/ certificate in Business Administration, Social Science, International Law or related field
- Experience: minimum 4 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.
- Good knowledge of UNHCR financial rules, procedures and processes.
- 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/p11new.doc](http://www.unhcr.org/recruit/p11new.doc)) and motivation letter by e-mail with the reference number **GREAT/2016/HRT-002** in the subject line to: [greatvac@unhcr.org](mailto: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.**