



# UNHCR

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

## VACANCY NOTICE No. 2016/HRT/029 INTERNAL/EXTERNAL

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

<b>Position title</b>	Field Assistant
<b>Contract type</b>	Temporary appointment
<b>Category and Grade</b>	General Service, G-4
<b>Duty station</b>	Larissa
<b>Remuneration</b>	Salary and entitlements as per UN Staff Rules & Regulation
<b>Duration</b>	For a period of 6 months with a possibility for extension
<b>Starting date</b>	Immediately upon recruitment
<b>Closing date</b>	<b>5 September 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 found themselves in Greece.

### FUNCTIONAL STATEMENT

The Field Assistant is normally supervised by the Field 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.

#### **Accountability**

- UNHCR office has sufficient administrative and local support for the field activities thus better able to meet the needs of persons of concern.

#### **Responsibility**

- 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.

#### **Authority**

- Liaise with local authority counterparts, partners and populations of concern.
- Direct incidents and problems to the supervisor when they cannot be resolved at their level.



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

- 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.
- Excellent knowledge of English and working knowledge of another relevant UN language or local language.

## **DESIRABLE QUALIFICATIONS & COMPETENCIES**

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

## **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 vacancy number **2016/HRT/029** in the subject line to: [greatvac@unhcr.org](mailto:greatvac@unhcr.org) no later than 5 September 2016. Only applications submitted by e-mail with a **signed P.11 form** will be considered. **Emails without vacancy number 2016/HRT/029 in the subject line will not be considered.**

No acknowledgement of the receipt of the application will be provided.

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: 5 September 2016.**