

**United Nations High Commissioner for Refugees (UNHCR)
Representation, UNHCR/ Greece**

**Vacancy Announcement No. UNHCR GCR/UNHCR/ 317
External/ Circulation**

Position Title: Executive Assistant seconded to the General Secretariat of the Aegean and Island Policy, Lesbos	Position Level:	Date Issued: 12/05/2016
Number of positions: 1	Report To: General Secretariat of the Aegean and Island Policy	Closing Date: 19/05/2016
Section: SMS	Duty Station: Mytilini	Contractual Status: Individual contractor for a period of 7 months.

Assignment date immediately

1.1 ORGANIZATIONAL CONTEXT.

UNHCR's mandate includes protection of persons of concern and coordination of response to refugee crisis under the Refugee Coordination Model. In the Island of Lesbos, UNHCR has been faced with understaffing from the local officials in charge of site management and NGO management. The General Secretariat has also been supporting coordination meetings through provision of its facility for various meetings and training sessions. Yet it is facing insufficient staffing while the demands from Volunteers groups, Local communities, NGOs and UNHCR are increasing with regard to their support.

The Executive Assistant (EA) will be directly under overall supervision of the General Director of the General Secretariat of the Aegean and Island Policy and will liaise with colleagues throughout Lesbos on matters related to the registration of Non-Governmental Organizations (NGOs), volunteer organizations, and independent volunteers wanting to work on Lesbos. The EA will be the team leader for managing the NGO registration process, preparing regular reports for the supervisor and managing the flow of information between those registering and the General Secretariat.

The Executive Assistant will engage in regular contact with external parties, including national and international registration applicants, in order to provide information on the registration process, to respond queries made on behalf of the supervisor (at their discretion), and to obtain information on matters relevant to the office.

1.2 KEY ROLES AND RESPONSIBILITIES

- Oversee the regular operating activities of the NGO/volunteer registration process and act as communication focal point for all related matters; fielding inquiries posed online or by other media and bringing necessary issues to the attention of supervisor.

- Act as the team lead for the registration initiative; directly supervising interpreter and liaising with database manager.
- Assist in follow-up on policies and instructions presented by the supervisor. Keep the supervisor aware of relevant developments and policy issues related to NGO registration on Lesvos.
- Confer with stakeholders (including police, coastguard, health officials, and other relevant government authorities as required) to secure timely and authoritative information relevant to matters requiring action, decisions, or the signature of the supervisor.
- Assist in managing the flow of information to the supervisor, in identifying priority matters that need to be addressed by the supervisor and in proposing actions; analyze supporting documentation and summarize most relevant points for the supervisor; contribute to ensuring that appropriate action is taken on matters brought to the attention of the supervisor.
- Assist the supervisor in the preparation of official statements that represent the General Secretariat's policies on NGO/volunteer registration and which highlight specific areas of concern. Propose and draft substantive correspondence for the supervisor.
- Help supervisor prepare for meetings and missions by drafting talking points, by researching relevant information; and by establishing contacts on the subject matters to be discussed.
- Undertake other relevant duties as required.

1.3 ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.

- At least General High School degree.
- Minimum 4 years of professional job experience relevant to the functions or in related fields.
- Proven drafting, computer and editing skills and excellent communication skills.
- A proven ability to act with discretion and diplomacy is essential for this function.
- Excellent knowledge of English and Greek; knowledge of Arabic/Farsi will be an asset

1.4 OTHER DESIRABLE QUALIFICATIONS AND PERSONAL CHARACTERISTICS.

- Strong sense of personal integrity.
- Attention to detail.
- Excellent communicator and strong interpersonal skills.
- Strong problem solving and organizational skills.
- Strong Organizational awareness.
- Ability to work under pressure and as a part of a team in a multicultural environment.

ELIGIBILITY

Candidates must be legally present in Greece at the time of application, recruitment and hire.

Applications of individuals whose close family relatives (father, mother or siblings) are currently employed with UNHCR will not be considered in accordance with UN Staff Rules and Regulations.

Women candidates are strongly encouraged to apply.

SUBMISSION OF APPLICATIONS

To express interest for any of the profiles below, submit your Personal History Form (P11 www.unhcr.org/recruit/p11new.doc), motivation letter and CV by e-mail indicating in the subject line "**LAST name and the position title**" to: greatvac@unhcr.org

OR via regular mail addressed to: **UNHCR Office Athens, 91, Michalakopoulou Street, Athens.** Applicants living on the Island may also submit applicants via regular mail addressed to UNHCR Office in Mytilini, 22, Eleftheriou Venizelou, Mytilini

Shortlisted candidates may be required to sit for a test or an 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.