



# UNHCR

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

**VACANCY NOTICE**  
**Senior Field Assistant 2017/HRT/061**  
**INTERNAL/EXTERNAL**

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

<b>Position title</b>	Senior Field Assistant
<b>Contract type</b>	Temporary appointment
<b>Category and Grade</b>	General Service, G-5
<b>Duty station</b>	<b>Chios</b>
<b>Duration</b>	Until 31/03/2017 with a possibility for extension
<b>Starting date</b>	Immediately upon recruitment
<b>Closing date</b>	<b>8 February 2017</b>

### **OPERATIONAL CONTEXT**

Since the beginning of 2016 more than 170,000 refugees and migrants arrived in Greece. With the European Union (EU) - Turkey Statement and the subsequent closure of the Balkan route, a population of around 50,000 refugees are now present in Greece. The strained reception capacity and hosting conditions in Greece are challenged with the arrivals particularly on the islands who now have limited options to continue their onward journey. They are in need of humanitarian assistance, protection and legal support. UNHCR Office in Greece continues to mobilize efforts to assist the Government in identifying their needs and vulnerabilities. UNHCR coordinates and promotes the implementation of its mandate with the government, civil society and other relevant international and national stakeholders to provide protection and assistance to the thousands of women, men, boys and girls who found themselves marooned in Greece. In addition, UNHCR raises awareness of the plight of being in flight through proactive and reactive media relations, several web platforms and it supports initiatives to increase the understanding among local communities who have been supporting refugees and migrants which often was a challenge given the outfall of the country's economic crisis and the lack of capacities particularly on the islands.

### **FUNCTIONAL STATEMENT**

The Snr Field Assistant is normally supervised by the (Snr) Field Officer/Associate and performs a variety of functions related to Field activities within the office. The supervisor defines 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.
- UNHCR's policies, standards and procedures are constantly and coherently applied in the area of responsibility (AoR).

### **Responsibility**

- Assist in monitoring the implementation of UNHCR programme including the delivery of all assistance items and monitoring of infrastructure.
- 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.



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- 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.
- Follow up, on a regular basis, the overall situation of persons of concern in camps and other areas where they have been accommodated and report accordingly.
- 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.

#### **REQUIRED COMPETENCIES**

- Analytical Thinking
- Planning and Organizing
- Stakeholder Management

#### **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 5 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 title **Senior Field Assistant 2017/HRT/061** in the subject line to: [greatvac@unhcr.org](mailto:greatvac@unhcr.org) no later than 8 February 2017. Only applications submitted by e-mail with a **signed P.11 form** will be considered. **Emails without vacancy title Senior Field Assistant 2017/HRT/061 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: 8 February 2017.**