



UNHCR

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

VACANCY NOTICE
Associate Administrative/Finance Officer 2016/HRR/052
INTERNAL/EXTERNAL

THIS VACANCY CONCERNS ONLY GREEK NATIONALS

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

Position title	Associate Administrative/Finance Officer
Position number	10004459
Contract type	Fixed-term appointment
Category and Grade	National Professional, NOB
Duty station	Athens
Duration	1 year with a possibility for extension
Starting date	Immediately upon recruitment
Closing date	17 October 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 found themselves in Greece.

FUNCTIONAL STATEMENT

Associate Admin/Finance Officers will establish and maintain efficient administrative control mechanisms to ensure compliance with UNHCR and UN administrative, human resources and financial rules and procedures.

Frequent external contacts with counterparts in other organizations or at working level in national Governments on issues of importance to Organization's programmes. He/she acts as adviser or representative of the Organization with authority to discuss problems and seek common ground on which to recommend solutions based on predetermined guidelines provided by higher authority.

The incumbent directly supervises general service staff.

Accountability

- UNHCR premises for the country operation are managed in an efficient and cost-effective manner, and provide a healthy, safe and respectful working environment.
- UNHCR's financial rules and regulations, policies and procedures are adhered to by the country operation.
- UNHCR's local cash is safeguarded.

Responsibility

General Administration

- Assist in the day-to-day personnel and administrative operations of the office.
- Contribute to providing a healthy and respectful working environment, free from hazard or security risks.
- Assist with the implementation of processes and procedures to improve and strengthen internal controls in line with UNHCR rules and regulations.



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- Participate in the physical verification of UNHCR property plant and equipment.

Human Resources

- Participate in the recruitment and appointment process, and assist with administrative formalities concerning local General Service staff.
- Coordinate training and capacity-building activities to staff in administrative related areas;

Finance/Budget

- Contribute to the process to determine the country's budget.
- Provide guidance and support on UNHCR's internal control framework, financial rules, policies and procedures.
- Identify potential risks in relation to the financial management of the office, and propose mitigating action to senior management, when applicable.
- Conduct regular checks of petty cash and cash accounts.
- Control and check the monthly accounts and various administrative activities, in order to verify and certify disbursements are in accordance with the administrative budget and UNHCR's Financial Rules.
- Provide training on financial matters.

Authority

- Participate in the interview process for the recruitment of local staff.
- Certify that disbursements are in accordance with the administrative budget and UNHCR's Financial Rules.
- Approve vouchers, including ABOD and project disbursements.
- Prepare financial status reports.

ESSENTIAL MINIMUM QUALIFICATIONS & PROFESSIONAL EXPERIENCE REQUIRED

- University Degree in Accounting, Finance, Public or Business Administration, Economics or related field, OR university degree in another field combined with a professional qualification in accounting or finance (CPA/CIA or equivalent).
- Minimum four years of previous job experience in the field of accounting or finance.
- Excellent computer skills, in particular in MS Office applications.
- Excellent communication skills.
- Excellent knowledge of English and working knowledge of another UN language.

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Professional qualification in accounting or finance (CPA/CIA or equivalent).
- Working experience of at least one year in an intergovernmental organization (United Nations or similar).
- Good knowledge of United Nations administrative, human resources and financial rules and procedures.
- Working experience with PeopleSoft/Oracle Financial and/or HR modules.



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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) and motivation letter by e-mail with the vacancy number **Associate Administrative/Finance Officer 2016/HRR/052** in the subject line to: greatvac@unhcr.org no later than 17 October 2016. Only applications submitted by e-mail with a **signed P.11 form** will be considered. **Emails without vacancy number Associate Administrative/Finance Officer 2016/HRR/052 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: 17 October 2016.