



UNHCR

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

UNHCR GCR/UNHCR/16_463

VACANCY ANNOUNCEMENTS FOR LESVOS

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.

CALL FOR INTEREST: UNHCR representation in Greece invites applications from qualified candidates for functional profiles in the following areas: Protection, Information Technology, Field and Human Resources as detailed below.

Location of the position is LESVOS (covering areas of responsibility).

Category and Level: General Service, level ranges (GS 4-5)
Remuneration: Attractive salary and entitlements as per UN Staff Rules & Regulations
Duration: Initially for a period of three months with a possibility of extension
Effective date: As soon as possible

ESSENTIAL MINIMUM QUALIFICATIONS AND EXPERIENCE

- Education: for General Service positions (GS) – completion of secondary school with certificate/training relevant to the functional profile;
- Job experience: 2 to 4 years relevant to the function, corresponding to the level of the position.
- Fluency in English and Greek; other UN languages considered an asset.
- Working knowledge of Microsoft Office applications.
- Flexibility to move between locations and travel on mission, often on short notice.

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 “LESVOS” - **LAST name and the profile you are applying for**” to: greatvac@unhcr.org.

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.

Deadline for submission of application: 22 June 2016.



DESCRIPTION OF PROFILES

HUMAN RESOURCES (HR)

HR Assistant – G4

Location: LESVOS

The incumbent will provide clerical support in the recruitment, assignment and reassignment of local general service staff. Assist in processing local staff members' contracts, entitlements and benefits in accordance with Staff Rules and established HR procedures. Provide advice to staff members on their rights, obligations, benefits and entitlements according to the UN/UNHCR staff rules and regulations. Assist newly arrived international staff with administrative formalities related to their accreditations, security/ground passes, arrange travel and hotel reservations. Maintain personnel records in the office, including maintenance of the attendance, overtime and leave records.

INFORMATION TECHNOLOGY

Snr. Information Technology Assistant – G5

Location: LESVOS

The incumbent assists the UNHCR office in setting standards for applications that meets the needs of the users and supports the overall Information Technology. Monitors and maintains the LAN, Network Servers, Printers, LAN points, Hubs, Patch pane, etc. to prevent faults occurring. Ensures that information problem recovery is done as quickly as possible by making regular system back-ups. Assists with the installation of software packages, basic repair/maintenance of all computer hardware in the office and where required implementing partners and adds and removes users from the Network as required.

FIELD

Field Assistant - G4 - TWO POSITIONS

Location: LESVOS

The incumbent 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.

PROTECTION

Senior Protection Assistant – G5 – TWO POSITIONS

Location: LESVOS

The Senior Protection Assistant provides quality, timely and effective protection support to persons of concern and identifies opportunities to mainstream protection methodologies and safeguards in operational responses. He/she contributes to designing a comprehensive protection strategy and may liaise externally with local authorities and partners on protection issues as guided by the supervisor. The Senior Protection Assistant also ensures that persons of concern are involved with the Office in making decisions that affect them, whether in accessing their rights or in identifying appropriate solutions to their problems. To achieve this, the incumbent will need to build and maintain effective interfaces with communities of concern, local authorities and protection and assistance partners.



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