



UNHCR

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

VACANCY NOTICE Programme Assistant 2017/HRU/012

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

Position title	Programme Assistant
Project	Assistance for urban accommodation and services scheme
Category and Level	UNOPS, LICA-4
Duty Station	Athens, Greece
Duration	30/06/2017 with a possibility for extension
Effective date	01/03/2017
Closing Date	22/02/2017

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.

PURPOSE AND SCOPE OF ASSIGNMENT

The purpose of this assignment is to ensure that the Relocation and Integration Support Unit has sufficient administrative assistance and support in routine services and program management activities, and is thus better able to meet the needs of persons of concern. The incumbent will:

- Collect and share data on project activities, beneficiaries, departures to relocation countries;
- Prepare background materials, working papers and tables for briefing and review sessions;
- Draft routine correspondence and internal reports;
- Assist with preparation and amendment of project partnership agreements (PPAs);
- Collect data on the implementation and performance of partners;
- Keep track of, and verify invoices submitted by suppliers before payment is processed;
- Undertake field visits and accompany program monitoring missions;
- Assist with drafting of public information materials;
- Perform other duties as required.

The assignment includes a combination of routine and ad-hoc tasks. Key deliverables and timeframes for performance monitoring purposes are listed below:

- Regular operational meetings with selected partners are organized;
- Constructive relationships are maintained with selected implementing partners;
- Minutes of the Monthly Coordination Meetings with partners are prepared within 2 days from MCM;



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- All invoices submitted by selected suppliers are verified within 2 days from receipt so that payment can be processed without delay;
- PoC departures lists received from IOM are processed the same day for identification of residence and the assisting partner, and are shared with partners and UNHCR staff as required;
- Internal/ external documents are drafted within one week from assignment.

ESSENTIAL MINIMUM QUALIFICATIONS, PROFESSIONAL EXPERIENCE & COMPETENCIES REQUIRED

- Completion of Secondary education with training/ certificate in Business Administration, Social Science, International Law or related field.
- Minimum 3 months of previous job experience relevant to the function.
- Computer skills (in MS Office)
- Fluency in English and working knowledge of another relevant UN language or local language

DESIRABLE QUALIFICATIONS & PROFESSIONAL EXPERIENCE

- Experience in working with UNHCR and familiarity with programme support tasks.

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 title **Programme Assistant 2017/HRU/012** in the subject line to: greatvac@unhcr.org no later than 22/02/2017. Only applications submitted by e-mail with a **signed P.11 form** will be considered. **Emails without vacancy title Programme Assistant 2017/HRU/012 in the subject line will not be considered.**

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: 22/02/2017