



# UNHCR

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

**VACANCY NOTICE**  
**Project Control Associate 2016/HRT/057**  
**INTERNAL/EXTERNAL**

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

<b>Position title</b>	Project Control Associate
<b>Contract type</b>	Temporary appointment
<b>Category and Grade</b>	General Service, G-6
<b>Duty station</b>	<b>Lesvos</b>
<b>Duration</b>	Until 31/12/2016 with a possibility for extension
<b>Starting date</b>	Immediately upon recruitment
<b>Closing date</b>	<b>23 November 2016</b>

### **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**

The primary functions of project control are to complement programme management and provide support for oversight of projects including the formulation of a monitoring plan, quality assurance, and verification. Other activities of project control include: review of project agreements, project audit, monitoring that there is synchrony between financial and operational performance, participation in multi-functional monitoring activities and reviews, tracking project risk management, and supporting project closure.

It is essential to maintain segregation of duties between project control and programme functions for effective accountability and oversight. Where there is no Project Control Officer, General Service staff performing project control functions should report directly to the Head of Office.

The Project Control Associate receives general guidance and work plans from the supervisor. They work independently on regular assignments under the supervision of the Project Control Officer or to the same management level as programme. The incumbent may supervise other general service staff.

Project Control staff play a very important role in maintaining harmonious and effective partnerships, and often interact with implementing partners. As a result, incumbents need to be very mindful of all dimensions of partnerships in their interaction with partners (in accordance with the Principles of Partnership, the Code of Conduct and other relevant documents).

### **Accountability**

- Quality assurance of project agreements is provided in accordance with applicable UNHCR rules and regulations.
- Resources transferred to implementing partners are utilized for the intended purposes and in accordance with project agreements.
- Performance delivery and financial expenditure reported by implementing partners are accurate and consistent.
- Supervisors are promptly informed of risks and major variances in the execution of projects (budgets, finance, implementation or timeframe).



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## **Responsibility**

- Contribute to reviewing the internal control systems of implementing partners.
- Contribute to reviewing that IP agreements are in conformity with Country Operation Plans and UNHCR's rules, policies and procedures.
- Monitor that a complete record is maintained for all projects.
- Contribute to reviewing, analyzing and verifying Financial and Performance Implementing Partner Reports (Part I-IPFR and Part II-IPR), and to checking accuracy and consistency between IPFR and IPR, in accordance with project agreements.
- Ensure that the funds obligated under an IP agreement permit the payment of the next installment or a disbursement, confirming the status of installments already paid.
- Support timely project closure in coordination with the programme unit.
- Bring to the attention of supervisors and programme officers any significant variances at the office level in: budget execution, percentage of project execution, time schedule, and quality of projects against specifications or terms and conditions.
- Maintain professional relationships with implementing partners.
- Keep up-to-date with all UNHCR rules, regulations and procedures necessary to perform these duties.
- Perform other duties as required.

## **Authority**

- Escalate IP issues to supervisors.
- Recommend acceptance or non-acceptance of IPRs and payment of instalments.
- Contact implementing partners for project related matters.
- Have unlimited access to financial and operational records relating to projects.

## **REQUIRED COMPETENCIES**

- Judgment and Decision Making
- Managing Resources
- Planning and Organizing
- Political Awareness

## **ESSENTIAL MINIMUM QUALIFICATIONS & PROFESSIONAL EXPERIENCE REQUIRED**

- Secondary education, together with training/certificate in Accounting, Auditing, Business Administration, Finance, Project Management or related field.
- Minimum six years of previous job experience in the field of accounting/finance, auditing, project management, business analysis, quality assurance and/or risk management.
- Excellent computer skills, in particular in MS Office applications.
- Excellent communication skills.
- Fluency in English and working knowledge of another relevant UN language or local language.

## **DESIRABLE QUALIFICATIONS & COMPETENCIES**

- Good knowledge of United Nations financial rules and procedures.
- Good understanding of accrual accounting (such as IPSAS or IFRS).
- Working experience with ERP financial modules (such as PeopleSoft, Oracle or SAP).



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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](http://www.unhcr.org/recruit/p11new.doc)) and motivation letter by e-mail with the vacancy title **Project Control Associate 2016/HRT/057** in the subject line to: [greatvac@unhcr.org](mailto:greatvac@unhcr.org) no later than 23 November 2016. Only applications submitted by e-mail with a **signed P.11 form** will be considered. **Emails without vacancy title Project Control Associate 2016/HRT/057 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: 23 November 2016.**