



# UNHCR

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

**VACANCY NOTICE**  
**Senior Administrative/Finance Assistant 2016/HRT/055**  
**INTERNAL/EXTERNAL**

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

<b>Position title</b>	Senior Administrative/Finance 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 31/12/2016 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 Senior Admin/Finance Assistant will provide administrative assistance to the immediate supervisor and /or Head of the Office/Unit to ensure that routine services and activities within the administrative/finance domain are implemented.

The Senior Admin/Finance Assistant normally has no direct supervisory functions though it rests upon the supervisor of the post to make time specific arrangements subject to a given situation. The incumbent functions under direct supervision of a Senior Officer often Administrative Officer or Administrative/Finance Officer, who is required to monitor the performance of the incumbent and provide regular guidance. S/he may liaise with local suppliers, banks and/or financial institutions on routine subject matters under the direction of the supervisor.

The most typical functions may include:

1. Processes entitlements, issues of contracts and maintains various personnel records and files;
2. Assists in the recruitment of GS staff by evaluating candidate applications and conducting preliminary interviews;
3. Assists in surveys on local cost of living, local salaries, housing rental and collecting the information on the above-mentioned; Processing requests for visas, identity cards, driving licences and other personnel-related documents; Prepare travel authorization and assist in the submission of travel claims;
4. Attends meetings on day-to-day admin. matters; administers the movement of local staff members, their attendance, leave plan, overtime, etc. Assists in the preparation of inventory records of non-expendable equipment for submission to Hqs and takes care of stationary order;
5. Maintains financial records and monitoring systems to record and reconcile expenditures, balances, payments, statements and other data for day-to-day transactions and reports;
6. Assists in preparing financial vouchers and monthly accounts;



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7. Selects and enters data from a wide variety of documents, verifying accuracy by checking sources, making necessary calculations and assuring inclusion of all relevant data;
8. Assists in preparing admin. budget submission for entire year; maintains liaison with officials of local bank to obtain day-to-day information in exchange and interest rates, changes in procedures and regulations and matters pertaining to maintenance of office bank accounts.
9. Performs other duties as required.

## **REQUIRED COMPETENCIES**

- Managing Resources
- Analytical Thinking
- Planning & Organizing

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

- Completion of Secondary Education or equivalent technical or commercial school with certificate/training in Business Administration, Finance, Office Management, Human Resources or other related field.
- Minimum 5 years of job experience relevant to the function;
- Computer skills (MS office and People Soft applications).
- Fluency in English and working knowledge of another relevant UN language or local language (as applicable in the duty station).

## **DESIRABLE QUALIFICATIONS & COMPETENCIES**

- Knowledge in UNHCR Admin and financial rules, procedures and processes;
- Knowledge and working experience of MSRP (Peoplesoft);
- Completion of UNHCR learning programmes or specific training relevant to functions of the position.
- Knowledge of another relevant UN or local languages.

## **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 Administrative/Finance Assistant 2016/HRT/055** 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 Senior Administrative/Finance Assistant 2016/HRT/055 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.**