



UNHCR

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

GREAT/HRC/2016/XXX

VACANCY NOTICE FOR A TEMPORARY APPOINTMENT

WOMEN CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY

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

Position title	Human Resources (HR) Assistant
Position Number	Temporary Appointment
Category and Level	General Service, GL- 4
Duty Station	Athens
Remuneration	Attractive salary and entitlements as per UN Staff Rules & Regulation
Duration	Initially for a period of 3 months with a possibility for extension
Effective date	2 weeks following the receipt of the offer
Closing Date	28 July 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 continue to arrive in Greece and move onwards under very compelling human and protection conditions.

FUNCTIONAL STATEMENT

Human Resources Assistant will function under direct supervision of the Administrative or Human Resources Officer, assisting him/her in personnel administration and other HR related matters, including the process of recruitment and appointment of staff, and in the performance management and welfare issues of staff under area of responsibility (AOR).

Accountability

- The workforce in the AOR is well-informed of the organisation's human resources policies and practices.
- UNHCR provides a healthy, safe and respectful working environment for its workforce in the AOR.

Responsibility

- 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.
- Maintain personnel records in the office, including maintenance of the attendance, overtime and leave records.
- Perform other duties as required.



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Authority

- Initiate routine correspondence on HR matters for the authorizing officer's approval.

ESSENTIAL MINIMUM QUALIFICATIONS & PROFESSIONAL EXPERIENCE REQUIRED

- Education: completion of secondary school with certificate/training relevant to the functional profile.
- Job experience: 4 years relevant to the function.
- 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.

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Strong sense of personal integrity
- Attention to detail
- Good communication skills and client orientation
- Flexibility and adaptability to different needs and situations

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/pl1new.doc) and motivation letter by e-mail with "**LAST name – Position**" in the subject line to: greatvac@unhcr.org no later than 28 July 2016.

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: 28 July 2016.