



UNHCR

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

GREAT/2016/HRT-017

VACANCY NOTICE GREAT/2016/HRT-017 TEMPORARY APPOINTMENT

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

Position title	Administrative Assistant
Position number	Temporary Appointment
Category and Level	General Service, GL-4
Duty station	Athens, Greece
Remuneration	Salary and entitlements as per UN Staff Rules & Regulation
Duration	For a period of 3 months with a possibility for extension
Starting date	Immediately
Closing date	26 August 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 found themselves in Greece.

FUNCTIONAL STATEMENT

The Administrative Assistant will provide administrative assistance to the immediate supervisor and/or Head of the Office to ensure that routine services and activities within the administrative domain are properly implemented. Subject to the nature of the task/assignment in hand. S/he will receive regular guidance from his/her supervisor. As per specific instructions, the incumbent may require liaising with other internal or external entities, to ensure effective delivery of services and achievement of objectives. The nature of certain personnel/administrative tasks requires discretion and confidentiality as per UNHCR standards and practices. The incumbent's workload and the assignments will remain under constant scrutiny and direction of the supervisor.

The Administrative Assistant is a position within an office/Division/Bureau that requires basic knowledge of administrative rules, procedures as well as operational standards of a UNHCR office. The nature of certain administrative/personnel functions require discretion and confidentiality.

The most typical functions may include:

- Maintain hard and electronic office files and records; classify and code material relating to a variety of topics;
- Search and retrieve office files, and reproduce documentation and background material for reference and action by the supervisor, as and when required;
- Receive, register, route correspondence and office pouch. Maintain a follow up system
- Draft routine correspondence, memoranda and reports. Format more complex documents by using the appropriate technology.
- Facilitate implementation of Personnel administrative formalities and processing of documents in relation to official travels, leaves and movements of staff. Support staff members with processing personnel-related documentation.
- Maintain office inventory and stocks of office supplies. Monitor the asset management track to ensure all admin procurements and disposal of UNHCR property are done and recorded accurately.
- Assist the supervisor to monitor and record expenditure/disbursement of funds.



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- Following instructions from the supervisor make logistic and administrative arrangements for seminars, workshops, and briefings that may be required by the Office/Division.
- May regulate and monitor routine provision of services and/or shifts from providers, as and when applicable;
- Monitor office/compound facilities and equipment and in consultation with the supervisor take appropriate action to ensure proper functioning at all time.
- Any other responsibilities/functions deemed necessary by the supervisor/or senior manager in order to meet the level of the services in the organization.

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 3 years (for secondary education holder) or 4 years (for certificate/training holder) of previous 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.

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Good knowledge of UNHCR Admin and financial rules, procedures and processes;
- Knowledge and working experience of MSRP (Peoplesoft);
- Prior exposure to UNHCR refugee operations and functions relating to field office administration
- Completion of UNHCR learning programmes or specific training relevant to functions of the position.

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 reference number **GREAT/2016/HRT-017** in the subject line to: greatvac@unhcr.org no later than 26 August 2016. Only applications submitted by e-mail with a signed P.11 form will 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: 26 August 2016.