



UNHCR

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

VACANCY NOTICE

Associate Technical Programme Support Specialist 2016/HRU/001

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

Position title	Associate Technical Programme Support Specialist
Category and Level	UNOPS, IICA-1
Duty Station	Athens
Duration	For a period of 6 months with a possibility for extension
Effective date	1 November 2016
Closing Date	29 September 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 incumbent receives guidance from more senior programme staff in the operation, the programme officer or Snr. Program Officer. He/she may receive indirect guidance from other sections and units relevant to the country programme(s). UNHCR Manual, programme objectives, Operations Plans, UN and UNHCR financial/budgetary rules and regulations will guide the work of the Associate Technical Programme Support Specialist. S/he is also expected to stay abreast of the challenges posed to the operation by the political context, the UN and humanitarian reform and institutional developments.

Accountability

- The programme management and planning tools are implemented based on the results of the participatory assessments and analyses using an Age, Gender and Diversity (AGD) perspectives.
- IP agreements are prepared in a timely manner, regularly updated in compliance with established guidelines and procedures.

Responsibility

- Through a consultative process within the country and field visits, provide technical support in the development of the strategical, methodological, contingency planning tools that respond to new and emerging operational challenges for the operation.
- Provide technical assistance in ensuring that global strategic priorities (GSP) and regional priorities as well as information on projected resource availability guide the planning parameters.
- Provide inputs for developing the country operations plan in compliance with global strategic priorities and regional priorities as well as with annual programming/planning instructions.
- Provide support in organizing a consultative process to ensure a consistent application of the organization's criteria and policies for the selection of implementing and operational partners.
- Assist in managing the development of a broad network of partners, good coordination practices and the development of partner capacities.
- Provide needed technical support in proper collection, monitoring and use of baselines, standards and indicators needed to measure and analyze UNHCR's performance, trends and target interventions.



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- Undertake field visits to evaluate and improve the planning, programming, implementation and monitoring of assistance projects.
- Assist in implementing the establishment of sound monitoring processes, in reviewing final reports and on progress in order to advise on any corrective actions required or the need for additional resources to reach planned target levels.
- Apply UNHCR's corporate tools (e.g. Global Focus, Focus Client) to record data and assess the technical soundness of the operation and generate data for evidence-based decisions at the country-level.
- Assist in keeping donor representatives briefed on developments and assist in the development of funding submissions, appeals and reports.
- Assist in monitoring compliance to the organization's resource allocation framework, providing support and taking corrective action where required.
- Assist in ensuring compliance in issuance of audit certificates for Implementing Partners.
- Monitor the implementation of IP Risk Management techniques and tools.
- Perform other duties as required.

Authority

- Capture all inputs for the country operations plan (including budgets, staffing levels and structures) as well as prepare inputs for funding submissions, appeals and reports.
- Support programme senior management by providing different reports and data analyses.
- Enforce compliance with UNHCR's global strategies, protocols and guidelines.

ESSENTIAL MINIMUM QUALIFICATIONS & PROFESSIONAL EXPERIENCE REQUIRED

- University degree or equivalent in Business Administration, Law, Economics, Social Science or related field
- Minimum 4 years of previous job experience relevant to the function.
- Excellent knowledge of English and working knowledge of another UN language.

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Completion of the UNHCR Learning programmes or specific training relevant to functions of the position
- Good knowledge of UNHCR financial rules, procedures and processes
- Knowledge of another relevant UN language
- Knowledge of UNHCR specific programmes (MSRP, Focus, etc.)
- Computer skills (in MS office)

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 **Associate Technical Programme Support Specialist 2016/HRU/001** in the subject line to: greatvac@unhcr.org no later than 29 September 2016. Only applications submitted by e-mail with a **signed P.11 form** will be considered. **Emails without vacancy title Associate Technical Programme Support Specialist 2016/HRU/001 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: 29 September 2016.