



UNHCR

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

VACANCY NOTICE
Assistant Programme Officer 2016/HRR/053
INTERNAL/EXTERNAL

THIS VACANCY CONCERNS ONLY GREEK NATIONALS

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

| | |
|---------------------------|---|
| Position title | Assistant Programme Officer |
| Position number | 10026520 |
| Contract type | Fixed-term appointment |
| Category and Grade | National Professional, NOA |
| Duty station | Athens |
| Duration | 1 year with a possibility for extension |
| Starting date | Immediately upon recruitment |
| Closing date | 1 November 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 is normally supervised by more senior programme staff in the operation. S/he 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 Assistant Programme Officer. S/he is also expected to stay abreast of the challenges posed to the region by the political context, the UN and humanitarian reform and institutional developments.

The incumbent is required to have basic conceptual knowledge of profession, be dynamic and able to take higher responsibilities progressively. S/he is supervised, coached and guided by the supervisor. The incumbent does not normally have direct supervisory role over other staff. However, it rests upon the supervisor of the post to make time specific arrangements subject to a given situation.

External contacts are predominantly with persons on subject matters of importance to Organization's programme (e.g. counterparts in other organizations or at working level in national Governments).

Accountability

- The needs of persons of concern in the country are assessed and analysed in a participatory manner and using an Age, Gender and Diversity (AGD) perspective to form a firm basis for planning.
- IP agreements are established in a timely manner, regularly monitored and reported on in compliance with established guidelines and procedures.

Responsibility

- Through a consultative process within the country and field visits, stay involved in the development of the strategies, methodologies, contingency plans that respond to new and emerging operational challenges for the country.



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- Provide inputs for developing the country operations plan for overall compliance with global strategic priorities and regional priorities as well as with annual programming/planning instructions.
- Assist 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.
- Undertake proper collection, monitoring and use of baselines, standards and indicators needed to measure and analyze UNHCR's performance, trends and target interventions.
- 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.
- Performs other duties as required.

Authority

- Provide inputs for the country operations plan (including budgets, staffing levels and structures) as well as prepare inputs for funding submissions, appeals and reports.
- Enforce compliance with UNHCR's global strategies, protocols and guidelines.



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ESSENTIAL MINIMUM QUALIFICATIONS & PROFESSIONAL EXPERIENCE REQUIRED

- University degree or equivalent in Business Administration, Law, Economics, Social Science or related field
- Previous job experience: 2 years of previous job experience relevant to the function. In an international capacity: 1 year.
- Excellent knowledge of English and working knowledge of another UN language, and very good knowledge of the local language and local institutions.

REQUIRED COMPETENCIES

- Empowering and building trust
- Managing Resources
- Analytical thinking
- Planning and organizing
- Political awareness

DESIRABLE QUALIFICATIONS AND COMPETENCIES

- Completion of specific training relevant to functions of the position
- 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 **Assistant Programme Officer 2016/HRR/053** in the subject line to: greatvac@unhcr.org no later than 1 November 2016. Only applications submitted by e-mail with a **signed P.11 form** will be considered. **Emails without vacancy title Assistant Programme Officer 2016/HRR/053 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: 1 November 2016.