



# UNHCR

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

**VACANCY NOTICE**  
**Assistant Project Control Officer 2016/HRR/054**  
**INTERNAL/EXTERNAL**

***THIS VACANCY CONCERNS ONLY GREEK NATIONALS***

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

<b>Position title</b>	Assistant Project Control Officer
<b>Position number</b>	10026522
<b>Contract type</b>	Fixed-term appointment
<b>Category and Grade</b>	National Professional, NOA
<b>Duty station</b>	<b>Athens</b>
<b>Duration</b>	1 year with a possibility for extension
<b>Starting date</b>	Immediately upon recruitment
<b>Closing date</b>	<b>1 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 primary functions of project control are to complement programme management and provide support for oversight of projects including the formulation of a monitoring plan, quality assurance, and verification. Other activities of project control include: review of project agreements, project audit, monitoring that there is synchrony between financial and operational performance, participation in multi-functional monitoring activities and reviews, tracking project risk management, and supporting project closure. It is essential to maintain segregation of duties between project control and programme functions for effective accountability and oversight. Therefore, the incumbent should report directly to the same senior management level as programme, i.e. Country Representative, Deputy Representative, Head of Office.

Project Control Officers play a very important role in maintaining harmonious and effective partnerships, and often interact with implementing partners. As a result, incumbents need to be very mindful of all dimensions of partnerships in their interaction with partners (in accordance with the Principles of Partnership, the Code of Conduct and other relevant documents).

#### **Accountability**

- Assurance of project implementation and delivery of expected results within budget/resources, timeframe, and in accordance with project agreements is provided.
- Resources transferred to implementing partners are utilized for the intended purposes and in accordance with project agreements.
- Performance delivery and financial expenditure reported by implementing partners are accurate and consistent.
- Programme and senior management are promptly informed of major variances and risks in the execution of projects (budgets, finance, implementation or timeframe).

#### **Responsibility**

- Contribute to reviewing that project agreements are in conformity with Country Operation Plans and UNHCR's rules, policies and procedures.



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- Contribute to tracking the management of project risks in collaboration with the programme unit, and report major risks to senior management.
- Contribute to reviewing, analyzing and verifying Financial and Performance Implementing Partner Reports (Part I-IPFR and Part II-IPR), and to checking accuracy and consistency between IPFR and IPR, in accordance with project agreements.
- Monitor, track and verify that expenditure for direct implementation by UNHCR is in line with the approved budget.
- Conduct reviews of the internal control systems of implementing partners and provide advice as required.
- Provide input on identified variants, risks and issues to the partner, programme unit and escalate to management as required.
- Support timely project closure in coordination with the programme unit.
- Provide input to the mid- and end-year programme review process on issues related to project control.
- Maintain professional relationships with implementing partners.
- Keep up-to-date with all UNHCR rules, regulations and procedures necessary to perform these duties.
- Perform other duties as required.

## **Authority**

- Escalate IP issues to supervisors.
- Recommend acceptance or non-acceptance of IPRs and payment of instalments.
- Advise on improvements related to project management.
- Contact implementing partners for project related matters.
- Have unlimited access to financial and operational records relating to projects.

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

- University Degree in Accounting, Finance, Public or Business Administration, Economics or related field, OR university degree in another field combined with a professional qualification in accounting, auditing or finance (CPA/CIA or equivalent).
- Minimum two years of previous job experience in the field of accounting/finance, project management, business analysis, quality assurance and/or risk management.
- Good knowledge of international auditing standards.
- Excellent computer skills, in particular in MS Office applications.
- Excellent communication and negotiation skills.
- Excellent knowledge of English and working knowledge of another UN language, and very good knowledge of the local language and local institutions.

## **REQUIRED COMPETENCIES**

- Judgement and decision making
- Managing resources
- Analytical thinking
- Negotiation and conflict resolution
- Political awareness

## **DESIRABLE QUALIFICATIONS AND COMPETENCIES**

- Professional qualification in accounting, auditing or finance (CPA/CIA or equivalent).
- Good knowledge of United Nations financial rules and procedures.
- Good understanding of the workflows of major Enterprise Resource Planning financial modules (such as PeopleSoft, SAP or Oracle).
- Working experience with accrual accounting (such as IPSAS or IFRS).



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## **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 **Assistant Project Control Officer 2016/HRR/054** in the subject line to: [greatvac@unhcr.org](mailto: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 Project Control Officer 2016/HRR/054 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.**