



UNHCR

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

VACANCY NOTICE Project Assistant 2016/HRU/009

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

Position title	Project Assistant
Category and Grade	UNOPS, LICA- 5
Duty station	Athens
Duration	Until 31 December 2016
Starting date	14 th November
Closing date	31 October 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 will receive guidance from more senior programme staff in the operation, the programme officer or programme associate. S/he may receive indirect guidance from other sections and units relevant to the country programme(s). UNHCR Manual, Operations Plans, UN and UNHCR financial/budgetary rules and regulations will guide the work of the Project Assistant.

The incumbent is expected to have contacts within the organization, as well as with relevant partners and other stakeholders to collect information, monitor activities and implement administrative requirements.

RESPONSIBILITY:

- Assist his / her supervisor in administration of the affiliate workforce in Greece operation through collecting the operation's requirements for affiliate workforce, consolidating and devising the budgets.
- Liaise with Administration and HR to follow up on contracts and entitlements; monitor the attendance of affiliate personnel; calculate and prepare MSRP disbursement related to all affiliate workforce in Greece.
- Prepare consolidated annexes for the PPAs and DA on the provision of contractors, deployees to UNHCR Greece.
- Provide administrative assistance and support in routine services and activities within Programme Section to better meet the needs of persons of concern.
- Partnership agreements and Disbursement agreements are established in a timely manner, regularly monitored and reported on in compliance with established guidelines and procedures.
- Collect, register and maintain information on project activities.
- Prepare status and progress reports, prepare tables and draft routine correspondence.
- Prepare background material for use in discussions and briefing sessions.
- Undertake proper collection, monitoring and use of baselines, standards and indicators needed to measure and analyse programme performance, trends and target interventions.
- Review the implementation and performance of PP agreements through appropriate physical monitoring to evaluate the projects by reviewing work plans, progress reports,



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- budget, financial reports and expenditures. This may include field visits for specific monitoring and evaluation issues.
- Apply UNHCR's corporate tools (e.g. Global Focus, Focus Client) to assess the technical soundness of the operation and generate data for evidence-based decisions at the country-level.
- Access the relevant information and programme records, Focus/ MSRP data.
- Represent UNHCR in physical monitoring of projects.
- Submit a final report, outlining the main duties and activities performed under this assignment, as well as actual achievements, using objectively verifiable indicators and means of verification. The format of the report will be provided by UNHCR.
- Perform other duties as required.

ESSENTIAL MINIMUM QUALIFICATIONS & PROFESSIONAL EXPERIENCE REQUIRED

- Education: Completion of Secondary education courses/ training/ certificate in Business Administration, Social Science, International Law or related field
- Job experience: The incumbent must have minimum four years of previous work experience relevant to the function
- Excellent knowledge of Greek and English
- Excellent communication and inter-personal skills
- Ability to work in a team and in a multi-cultural environment
- Computer and internet skills

DESIRABLE QUALIFICATIONS

- University degree in Business Administration, Social Science, International Law or related field

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 **Project Assistant 2016/HRU/009** in the subject line to: greatvac@unhcr.org no later than 31 October 2016. Only applications submitted by e-mail with a **signed P.11 form** will be considered. **Emails without vacancy title **Project Assistant 2016/HRU/009** in the subject line will not be considered.**

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: 31 October 2016.