



**UNHCR**

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

GREAT/HRC/2016/409

## VACANCY NOTICE FOR A TEMPORARY APPOINTMENT

### *WOMEN CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY*

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

<b>Position title</b>	Site Management Services (SMS) Assistant – 6 positions
<b>Position Number</b>	Temporary Appointment
<b>Category and Level</b>	General Service, GL- 5
<b>Duty Station</b>	<b>2 positions in Athens</b> (roving – might require mission travel) <b>2 positions in Thessaloniki</b> (roving – might require mission travel) <b>1 position in Larissa</b> <b>1 position in Ioannina</b>
<b>Remuneration</b>	Attractive salary and entitlements as per UN Staff Rules & Regulation
<b>Duration</b>	Initially till 31 December 2016 with a possibility for extension
<b>Effective date</b>	As soon as possible
<b>Closing Date</b>	03 June 2016

### **OPERATIONAL CONTEXT**

As a consequence of the recent refugees and migrants crisis, accommodation sites have been built around Greece, managed by the Greek Authorities. UNHCR is present in most of them, providing assistance and protection services. Some support is needed in order to address cross-cutting issues, including protection mainstreaming, security, community participation and general site management.

### **FUNCTIONAL STATEMENT**

#### **Accountability**

- Monitor administrative and local support for the site activities to better meet the needs of refugees and migrants and reach international standards.
- Support coordination of activities of national and international actors working in the sites.
- Act as link between UNHCR field teams, different actors and UNHCR SMS team.

#### **Responsibilities:**

Under the overall leadership of the Government, in close cooperation with the UNHCR sector focal points, the SMS Assistant will be responsible to:

- Assess sites and report on existing physical infrastructure, management systems and, coordination and community engagement mechanisms.
- Assess possibilities of site improvements /or creation of new sites, liaising with the site authorities and other UNHCR field teams, and suggest solutions and support their implementation.
- Coordinate administrative tasks as required such as preparation of reports
- Facilitate the exchange of routine information, coordinate liaison activities and respond directly to routine queries.
- Monitor the implementation of defined distribution mechanisms ensuring that is carried out as per defined SOPs.
- Liaise with sites' populations and authorities in order to create community governance mechanisms to carry out basic services and maintenance around the sites.
- Analyze site layouts with the support of the security team in order to define and implement security mechanisms, with the supporting equipment
- Assess gaps and organize trainings for the different partners and community (in c cooperation with community based protection staff)
- Liaise with national and international partners as requested by supervisor.
- In coordination with partners on site, coordinate the reception and provision of assistance to refugees and migrants.



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- Daily reporting on figures, issues, needs and activities as required
- Undertake other relevant duties as required.

Integral part of all activities carried out by the SMS Field Assistant is a protection centred approach which takes into consideration an age, gender, diversity approach and ensures that protection is mainstreamed in the planning, implementation and monitoring of the response including participatory approaches to ensure that refugees and migrants are fully empowered to inform decisions which concern them.

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

- Fluency in English and Greek
- Completion of secondary school with certificate/training relevant to the functional profile
- 5 years of professional job experience relevant to the functions or in related fields
- Proven drafting and editing skills
- Proficiency in Office Package (Word, Excel, PowerPoint, Outlook)
- A proven ability to act with discretion and diplomacy is essential for this function
- Experience in coordinating teams
- Knowledge of Arabic, Kurdish or Farsi *is desirable*

## **DESIRABLE QUALIFICATIONS & COMPETENCIES**

- Strong sense of personal integrity
- Attention to detail
- Excellent communicator and strong interpersonal skills
- Strong organizational awareness
- Flexibility and adaptability to different needs and situations
- Ability to multi-task and solve problems
- Ability to work as part of a team in a multicultural environment
- Willingness to work in a shift schedule
- Willingness to adhere to the Site and UNHCR Code of Conduct

## **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), motivation letter and CV by e-mail with “**LAST name – SMS Assistant (Location)**” in the subject line to: [greatvac@unhcr.org](mailto:greatvac@unhcr.org) no later than 03 June 2016.

Shortlisted candidates may be required to sit for a test or an 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: 03 June 2016.**