



UNHCR

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

VACANCY NOTICE
Liaison Associate 2017/HRT/062
INTERNAL/EXTERNAL

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

Position title	Liaison Associate
Contract type	Temporary appointment
Category and Grade	General Service, G-6
Duty station	Athens
Duration	6 months
Starting date	Immediately upon recruitment
Closing date	15 February 2017

OPERATIONAL CONTEXT

Since the beginning of 2016 more than 170,000 refugees and migrants arrived in Greece. With the European Union (EU) - Turkey Statement and the subsequent closure of the Balkan route, a population of around 50,000 refugees are now present in Greece. The strained reception capacity and hosting conditions in Greece are challenged with the arrivals particularly on the islands who now have limited options to continue their onward journey. They are in need of humanitarian assistance, protection and legal support. UNHCR Office in Greece continues to mobilize efforts to assist the Government in identifying their needs and vulnerabilities. UNHCR coordinates and promotes the implementation of its mandate with the government, civil society and other relevant international and national stakeholders to provide protection and assistance to the thousands of women, men, boys and girls who found themselves marooned in Greece. In addition, UNHCR raises awareness of the plight of being in flight through proactive and reactive media relations, several web platforms and it supports initiatives to increase the understanding among local communities who have been supporting refugees and migrants which often was a challenge given the outfall of the country's economic crisis and the lack of capacities particularly on the islands.

FUNCTIONAL STATEMENT

Under the supervision of the Representative/Head of Office, the responsibilities of the Liaison Associate is to give, obtain and exchange information requiring discussions and explanations both to UNHCR staff members, Government authorities and other external parties on subject matters which may be of importance to the Organization.

Accountability

- Information provided to the external parties is correct and duly approved by the Representative.
- All drafts of relevant correspondence and reports are prepared in time and as per requirements.

Responsibility

- Assist in the establishment of close working relations with officials in various ministries especially Ministry of Foreign Affairs.
- Inform the Representative on a continuing basis of relevant information on the outcome of discussions with MFA on various issues.
- Accompany the Representative/Deputy Representative and Headquarters visitors on missions and meetings.
- Draft correspondence and reports as required.
- Assist in preparation for different visits and missions to the operation.
- Undertake other duties as required.



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Authority

- Initiate upon request of the Representative the contact with the relevant external parties on various issues.
- Coordinate with different units in the office that information presented to the MFA is duly verified and endorsed by the Representative.

REQUIRED COMPETENCIES

- Negotiation and Conflict Resolution
- Political Awareness
- Change Capability and Adaptability

ESSENTIAL MINIMUM QUALIFICATIONS & PROFESSIONAL EXPERIENCE REQUIRED

- Completion of secondary education with post-secondary training/certificate in a related field.
- Minimum 6 years of work experience relevant to the function.
- Fluency in English and working knowledge of another relevant UN language and local language.

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Good knowledge of UNHCR operations and good political awareness.

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 **Liaison Associate 2017/HRT/062** in the subject line to: greatvac@unhcr.org no later than 15 February 2017. Only applications submitted by e-mail with a **signed P.11 form** will be considered. **Emails without vacancy title Liaison Associate 2017/HRT/062 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: 15 February 2017.