



**Vacancy Notice: 2018/HRT/017**  
**Internal & External**

The Representation of the United Nations High Commissioner for Refugees (UNHCR) in Greece invites qualified candidates to apply for the following vacancy:

<b>Position Title and Grade:</b> Senior Programme Assistant, G5	<b>Duty Station:</b> Athens – Greece
<b>Contract Type:</b> Temporary appointment	<b>Duration:</b> until 30 June 2019 (with a possibility for extension)
<b>Position Number:</b> N/A	<b>Deadline:</b> 19 December 2018

**Operational Context:**

There are some 50,000 refugees and migrants currently hosted in Greece who arrived and remained in Greece since the 2015 – 2016 mass flow. In 2017, 29,720 people arrived by sea, and some 5,500 by the land border, the majority from Syria, Iraq and Afghanistan. UNHCR supports the Government who coordinates the refugee and migrant response in the development of policy, with capacity building and targeted interventions in the areas of reception, asylum procedures, and for finding solutions. The situation has greatly improved in the mainland since 2015. There, people are hosted in approximately 25 Government-run sites (camp-like and buildings), as well as in rented housing provided by UNHCR through municipalities and NGOs for some 22,000 asylum-seekers and refugees. Additionally, UNHCR delivers a cash assistance programme, which benefited 37,600 people in December 2017. The situation is more challenging on the islands where there is not enough capacity to accommodate the 13,000 people who have arrived recently, or are awaiting for the completion of their asylum procedures. UNHCR is, in response, supporting the Government transfer those authorized to move to the mainland to continue their applications, along with other types of support. In 2018, UNHCR will continue to implement the cash assistance and accommodation programmes, and will continue to support the Government in policy development, capacity building and targeted interventions in the areas of reception, asylum procedures and solutions.

**Functional Statement:**

Since 2015, the Office of the United Nations High Commissioner for Refugees in Greece has been providing support to the Greek authorities in most aspects of the refugee response both on the islands and on the mainland, through its rental accommodation scheme, the roll-out of cash assistance, shelter, infrastructure and WASH interventions, transportation, inter-agency coordination capacity building, legal aid and core protection activities, with particular emphasis on child protection and SGBV prevention and response. UNHCR's multi-year transition strategy is based on the significant investments made in the establishment of accommodation places in apartments in urban areas and the introduction of cash-based assistance to persons of concern throughout Greece, and through concrete interventions the running of these activities will be handed over to Greek State institutions and agencies. UNHCR will maintain its protection monitoring and response role through advocacy and targeted interventions to maintain an engagement especially in relation to child protection, SGBV prevention / response and Communication with Communities while overall protection considerations will be mainstreamed through conscientious efforts in the country-wide cash and accommodation programmes in particular via the use of the data management system of proGres v4. In 2019, UNHCR will implement its protection interventions and assistance schemes by engaging some 30 partners, including international and national NGOs as well as local authorities. It will also maintain a direct implementation component comprising of



# UNHCR

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

supporting the authorities in enhancing their reception capacity to cater for needs of persons of concern in Greece. Operational footprint will remain important requiring a solid programme and resource management capacity in relation to partnerships, commercial contracts for goods and services and targeted activities towards capacity development of relevant stakeholders, and focusing on transition of assistance programmes to the state.

The incumbent normally receives guidance from 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, Operations Plans, UN and UNHCR financial/budgetary rules and regulations will guide the work of the Senior Programme Assistant.

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

### Accountability

- UNHCR country office has sufficient administrative assistance and support in routine services and activities within Programme Section thus better able to meet the needs of persons of concern.
- IP agreements are established in a timely manner, regularly monitored and reported on in compliance with established guidelines and procedures.

### Responsibility

- Collects, registers and maintains 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 IPs agreements through appropriate physical monitoring to evaluate the projects by reviewing work plans, progress reports, 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.
- Assist in ensuring compliance in issuance of audit certificates for Implementing Partners.
- Perform 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.
- Access the relevant information and programme records, Focus/ MSRP data.
- Represent UNHCR in physical monitoring of projects.

### Essential Minimum Qualification & Professional Experience Required:

- Completion of Secondary education courses/ training/ certificate in Business Administration, Social Science, International Law or related field.
- Minimum 4 years of previous job experience relevant to the function.
- Computer skills (in MS office).
- Fluency in English and working knowledge of another relevant UN language or local language (as applicable in the duty station).



# UNHCR

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

(Non-EU applicants can apply provided they have the required documents to work in Greece).

#### Required Competencies:

- Managing Resources
- Analytical Thinking
- Planning and Organizing

#### Desirable Qualifications & Competencies:

- Completion of the UNHCR Learning programmes or specific training relevant to functions of the position.
- Good knowledge of UNHCR financial rules, procedures and processes.
- Knowledge of UNHCR specific programmes (MSRP, Focus, etc.).
- Prior exposure to UNHCR refugee operations and functions relating to office administration and programme activities.

#### Submission of Applications:

- Interested applicants should apply through the link <http://www.unhcr.org/gr-jobs/> provided herein, attaching **the new UN Personal History Form** in PDF Format with a Motivation Letter in English explaining their interest in the position.
- Shortlisted candidates might be required to sit for a technical test and will have to undergo an oral interview.
- No late applications will be accepted.
- Only short-listed applicants will be contacted.

**Kindly note that only electronic applications submitted through the website mentioned above will be considered.**

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).