

Vacancy Notice: 2019/HRU/011
Internal & External

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

Position Title and Grade: Field Assistant, LICA-4	Duty Station: Leros– Greece
Contract Type: UNOPS	Duration: until 31 July 2019
Position Number: UNOPS	Deadline: 03 April 2019

Operational Context:

There are over 60,000 asylum-seekers and refugees currently hosted in Greece who arrived and remained since the 2015 – 2016 humanitarian emergency. In 2018, more than 30,000 people arrived by sea, and some 15,000 over land, the majority from Syria, Iraq and Afghanistan. UNHCR supports the Government who coordinates the refugee and migrant response in the development of policy, capacity building and targeted interventions in the areas of reception, asylum procedures, and for finding solutions. The situation has improved in the mainland since 2015. There, people are hosted in approximately 26 Government-run sites (camp-like and buildings), as well as in rented housing provided by UNHCR through municipalities and NGOs for some 27,000 asylum-seekers and refugees. Additionally, UNHCR delivers a cash assistance programme, which has benefited nearly 100,000 (some 96,000 at the end of Nov. 2018). The situation remains challenging on the islands where there is not enough capacity to accommodate the 14,500 people who have arrived recently, or are awaiting for the completion of their asylum procedures. UNHCR is, in response, supporting the Government transfer of those authorized to move to the mainland to continue procedures, along with other types of support. In 2019, 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.

Purpose and Scope of Assignment:

The contractor shall perform the following duties:

- Focus on the enrolment, verification and certification for new arrivals in the context of UNHCR Cash Bashed Interventions.
- Collect data and other information relevant to new arrivals, transfers and accommodation to the mainland and report them to their supervisor.
- Support related procedures to reception, registration and provision of assistance to PoC, as conducted by competent services and in accordance with UNHCR's role.
- Contribute to planning at the local level with regard to addressing increases or changes in incoming flows and perform regular monitoring rounds of the site.
- Cooperate with competent authorities in reception sites with a view to ensuring safety and welfare of PoC.
- Interact with PoC so as to keep track of expressed needs and address them, as required, to the competent services.
- Contribute to the cooperation with all humanitarian partners and the civil society as well as with national authorities and local structures.
- Support in the identification of vulnerable cases and their referral accordingly.



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- Assist in the preparation and roll out of the transfers for PWSN and other individuals to pre-selected alternative accommodation in the mainland.
- Undertake other relevant administrative and field related duties as requested by Head of Field Office in Kos.

Monitoring and Progress Controls

The Contractor may have to 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. Information should also include risks and challenges, as well as lesson learned during the reporting period and an analytical assessment of any problematic areas which may require new or different approaches, etc. The format of the report will be provided by UNHCR.

HR Unit will provide the official form to control the timesheet.

Essential Minimum Qualification & Professional Experience Required:

- Completion of Secondary Education with post-secondary training/certificate in Computer Science, Economics, Business Administration, Marketing, International Studies or related field.
- Minimum two (2) years of previous job experience relevant to the function.
- Excellent knowledge of Greek and English is essential.
- Good computer skills.

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

Required Competencies:

- Strong sense of personal integrity
- Attention to detail
- Strong problem solving and organizational skills
- Ability to be flexible in terms of frequent missions in Dodecanese region and work under pressure and as a part of a team in a multicultural environment

Desirable Qualifications & Competencies:

- Completion of UNHCR learning programmes or specific trainings relevant to the function of the position
- Knowledge of a second UN language and/or basic understanding of ProGres V4 database will be considered an asset

Submission of Applications:

- Interested applicants should apply through the link <http://www.unhcr.org/gr-jobs/> provided herein, attaching **the 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 written 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).