



UNHCR

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

Vacancy Notice: 2019/HRR/005
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: Administrative Associate, G6	Duty Station: Lesvos – Greece
Contract Type: Fixed-term appointment	Duration: 1 year with a possibility for extension
Position Number: 10025199	Deadline: 19 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.

Functional Statement:

The Administrative Associate is supervised by the Head of Sub-Office Lesvos who defines general work objectives and provides necessary advice and guidance. The incumbent will be responsible for the Admin Section in the Sub-Office Lesvos and will also supervise the functions of the Admin/Finance, ICT and HR staff in which case managerial competencies are applicable and should be selected by the staff member and his/her supervisor in the context of Performance Appraisal Management (e-PAD).

The Administrative Associate keeps frequent contacts with staff at various levels in the office and occasionally with staff at the same level in other duty stations and/or Country Office in Athens; with local suppliers and/or officials and/or Implementing Partners (IPs) on subject matters which may be of importance to the Organization. The office space in Sub-Office Lesvos is being spread over three locations, therefore the incumbent is expected to keep an overall oversight and mobility to attend the needs of various premises and provide necessary support services to the staff.

Accountability

- The Office has adequate services and supplies to deliver its operations.
- UNHCR Office premises provide a healthy, safe and respectful working environment.



UNHCR

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

- The Office has sufficient administrative support in the areas of finance, administrative and human resources as well as up to date and accurate data and records in MSRP and other systems.

Responsibility

- Perform personnel work including interpretation and processing of entitlement, issuance of contracts maintenance of various personnel records and files.
- Assist in the recruitment of General Service staff for non-specialized work including evaluating candidate applications, administering recruitment exams if applicable, conducting preliminary interviews of candidates; assign General Service staff to meet work requirements.- Collect information and assist in conduct of surveys on local cost of living, daily subsistence allowance criteria, local salaries for office and servicing staff, house rentals.
- Brief international personnel on general administrative matters relating to visas, licences, security; provide advice and ensure administrative support as required.
- Arrange for and/or attend meetings on day-to-day administrative matters, participate in discussions of new or revised procedures and practices, interpret and assess the impact of changes and make recommendations for follow-up action.
- Prepare, on own initiative, correspondence, reports, evaluations and justifications, as required, on general administrative or specialized tasks which may be of a confidential nature within the assigned area of responsibility.
- Assist in the preparation of office budgets applicable to staff and servicing costs and maintain necessary budgetary control records.
- In addition to general administration responsibilities, may also supervise directly or indirectly, activities concerned with office and grounds maintenance, security, transport and similar services.
- Arrange for requisition of office supplies and equipment and arrange for control of distribution and maintenance of appropriate inventory records.
- Provide interpretation of administrative rules, regulations and procedures.
- Perform other relevant duties as required.

Authority

- Negotiate with service providers for the office.
- Purchase materials and contract services for the office within the delegated authority limits.
- Access the relevant information and financial records, Focus/MSRP data.
- Verify the accuracy of data and reports pertaining to the functions.

Essential Minimum Qualification & Professional Experience Required:

- Completion of secondary education or equivalent technical or commercial school with certificate/training in Business Administration, Finance, Office Management, Human Resources or other related fields.
- Minimum 6 years of previous job experience relevant to the functions.
- Computer skills (MS office and People soft applications).
- Fluency in English and working knowledge of another relevant UN language or local language (as applicable in the duty station).

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

Required Competencies:

- Managing Resources
- Analytical Thinking



UNHCR

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

- Planning and Organizing

Desirable Qualifications & Competencies:

- Knowledge of UNHCR administrative and financial rules and procedures.
- Knowledge and working experience of MSRP HR, Finance and EPM Budget applications.
- Completion of UNHCR learning programmes or specific training relevant to functions of the position.
- Knowledge of another relevant UN or local languages.

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.
- **Applicants having internal applicant status will be given priority consideration.**
- **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).