



Vacancy Notice: 2019/HRR/004
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: Senior Administrative/Finance Assistant, G5	Duty Station: Lesvos – Greece
Contract Type: Fixed-term appointment	Duration: 1 year with a possibility for extension
Position Number: 10030105	Deadline: 03 July 2019

Operational Context:

There are over 75,000 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 25,000 asylum-seekers and refugees. Additionally, UNHCR delivers a cash assistance programme, which has benefited nearly 115,000 (some 114,000 at the end of April 2019). The situation remains challenging on the islands where there is not enough capacity to accommodate the 16,000 people who have arrived recently or are awaiting the completion of their asylum procedures. 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 Senior Admin/Finance Assistant will provide administrative assistance to the Admin Associate to ensure that routine services and activities within the administrative/finance domain are implemented.

The Senior Admin/Finance Assistant normally has no direct supervisory functions though it rests upon the supervisor of the post to make time specific arrangements subject to a given situation. The incumbent functions under the guidance of his/her supervisor who is required to monitor the performance of the incumbent and provide regular guidance. S/he may liaise with local suppliers, banks and/or financial institutions on routine subject matters under the direction of the supervisor.

Responsibility

- Processes entitlements, issues of contracts and maintains various personnel records and files;
- Assists in the recruitment of GS staff by evaluating candidate applications and conducting preliminary interviews;
- Assists in surveys on local cost of living, local salaries, housing rental and collecting the information on the above-mentioned; Processing requests for visas, identity cards, driving licences and other personnel-related documents; Prepare travel authorization and assist in the submission of travel claims;



UNHCR

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

- Attends meetings on day-to-day admin. matters; administers the movement of local staff members, their attendance, leave plan, overtime, etc. Assists in the preparation of inventory records of non-expendable equipment for submission to HQs and takes care of stationary order;
- Maintains financial records and monitoring systems to record and reconcile expenditures, balances, payments, statements and other data for day-to-day transactions and reports;
- Assists in preparing financial vouchers and monthly accounts;
- Selects and enters data from a wide variety of documents, verifying accuracy by checking sources, making necessary calculations and assuring inclusion of all relevant data;
- Assists in preparing admin. budget submission for entire year; maintains liaison with officials of local bank to obtain day-to-day information in exchange and interest rates, changes in procedures and regulations and matters pertaining to maintenance of office bank accounts.
- Performs other duties as required.

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 field.
- Minimum 5 years of job experience relevant to the function.
- 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).
- In offices where the working language is not English, excellent knowledge of UN working language of duty station and working knowledge of English.

(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:

- Knowledge in UNHCR Admin and financial rules, procedures and processes;
- Knowledge and working experience of MSRP (Peoplesoft);
- 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.



UNHCR

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

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).