



Vacancy Notice: 2019/HRR/003
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 Human Resources Assistant, G5	Duty Station: Lesvos – Greece
Contract Type: Fixed-term appointment	Duration: 1 year with a possibility for extension
Position Number: 10025200	Deadline: 18 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 Senior Human Resources Assistant will function under the direct supervision of the Administrative Associate assisting him/her in personnel administration and other HR related matters while keeping a high level of confidentiality, including the process of recruitment and appointment of staff, and in the performance management and welfare issues of staff under area of responsibility (AOR).

Accountability

- The workforce in the AOR is well-informed of the organisation's human resources policies and practices.
- UNHCR provides a healthy, safe and respectful working environment for its workforce in the AOR.

Responsibility

- Assist in the recruitment, assignment, reassignment and separation of local general service staff. Prepare documents for the interview panel for the recruitment of local staff.



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- Process local staff members' contracts, entitlements and benefits in accordance with Staff Rules and established HR procedures.
- Update personnel related information in MSRP/HR module where this activity has been rolled out from PAPS to the respective office.
- Advise staff members on their rights, obligations, benefits and entitlements, and assist them in interpreting UN/UNHCR staff rules and regulations.
- Assist newly-arrived international staff with administrative formalities related to their accreditations, security/ground passes, submission of completed forms and related documents to headquarters, arrange travel and hotel reservations
- Assist with shipment of their personal effects in coordination with the logistics section.
- Administer UNHCR medical insurance plan for locally recruited staff. Provide administrative support to staff and dependants in case of medical evacuations, as well as security evacuations/relocations. Maintain daily tracking record of staff and families to provide accurate information in case of emergency.
- Maintain personnel records in the office, including maintenance of the attendance, overtime and leave records.
- Perform other related duties as required.

Authority

- Initiate calculations for payments related to personnel issues such as settlement of travel claims, overtime claims, hazard pay, MIP reimbursements, medical and security evacuations, shipment costs.
- Initiate routine correspondence on HR matters for the authorizing officer's approval.

Essential Minimum Qualification & Professional Experience Required:

- Completion of secondary education with certificates in secretarial and administrative training.
- Minimum 5 years of previous relevant work experience.
- Good knowledge of UNHCR administrative procedures and processes and exposure to provision of support services in an international organization.
- Fluency in English and working knowledge of another relevant UN language or local language.

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

Required Competencies:

- Planning and Organizing

Desirable Qualifications & Competencies:

- Working knowledge of other UN language(s).
- Field experience with UNHCR and/or with other humanitarian organizations is an asset.
- High IT affinity and working experience of PeopleSoft/MSRP.

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.**



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- 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).