



## External Relations Assistant

### At the UN Refugee Agency

## Regional Representation for EU Affairs (RREUA)

The United Nations High Commissioner for Refugees (the UN Refugee Agency, also known as UNHCR) is an intergovernmental organization with a mandate to protect refugees and stateless persons worldwide. Promoting respect for international protection norms in European Union (EU) law and policy is of vital importance to UNHCR, and the agency, accordingly, provides its views on a wide range of issues related to access to Europe, asylum, refugee protection, resettlement and integration in the Member States of the EU. UNHCR's reports, proposals and observations on EU asylum law and policy can be found on this page: [www.unhcr.org/eu](http://www.unhcr.org/eu).

The Regional Representation for EU Affairs (RREUA) collaborates with EU institutions in Brussels on these issues, and works closely with the European Asylum Support Office (EASO) in Malta and Frontex, the EU's external border agency, based in Warsaw. The "Global Issues - EU Affairs" unit (GI-EU) is one of the six units within the Regional Representation for EU Affairs (RREUA). The unit works on different areas including advocacy, EU policy partnership, fundraising, field support and EU financial/administrative partnership. The GI-EU Unit is looking for an External Relations Assistant starting as soon as possible. The position will be under an UNOPS contract.

### Selection Criteria

In order to be considered eligible, the following criteria must be fulfilled:

- a. Be a graduate in international relations, political sciences or law from a university or higher education facility
- b. Have completed at least five years of studies in a field relevant or of interest to the work of UNHCR
- c. Having a working knowledge of English and French
- d. Good knowledge of the EU and the UN are preferable

### Work Responsibilities

- Assist in the management of EU contributions for Europe with a strong focus on Greece, Turkey and the Balkans
- Follow up on deadlines and requirements of EU contracts
- Review reports and liaise with field colleagues to improve quality before submission
- Upload contractual information on the EU's electronic platforms
- Maintain related contract office files (including scanning of contracts, returning signed versions to the donor, sending reports, monitor implementation)
- Maintain hard and electronic office records, e-safe, archives
- Follow-up on the payments made per contract
- Perform other duties as may be required

### Work Dates & Conditions

Full-time, starting mid to end May 2019 until 31 December 2019.

### How to apply

Please send your CV and motivation letter to [belbrhr@unhcr.org](mailto:belbrhr@unhcr.org) **by 17 May 2019**.

**Important:** please mention in the subject: **GI-EU UNOPS + your First Name and Family Name**.

For more information, please check UNHCR's websites ([www.unhcr.org](http://www.unhcr.org), [www.unhcr.org/eu](http://www.unhcr.org/eu))