



**UNHCR**

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

**Vacancy Notice: 2019/HRU/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:

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| <b>Position Title and Grade: Senior Protection Assistant, LICA-5</b> | <b>Duty Station: Attica – Greece</b>                                |
| <b>Contract Type: UNOPS</b>  | <b>Duration: until 30 June 2019 (with possibility of extension)</b> |
| <b>Position Number: UNOPS</b>  | <b>Deadline: 12/02/2019</b>   |

**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:**

UNHCR works with the Greek Government, local authorities and NGOs to provide urban accommodation and cash assistance to refugees and asylum-seekers in Greece through ESTIA, the Emergency Support to Integration and Accommodation programme, funded by the European Union Civil Protection and Humanitarian Aid. Urban accommodation provides a normal daily life for refugees and asylum seekers in Greece, facilitates their access to services, including education, and the eventual integration for those who will remain in the country. The host population also benefits from embracing diversity through peaceful coexistence as well as the renting of their apartments.

The incumbent will be part of the Field Office Attica and s/he will be responsible to manage the referrals to ESTIA Programme and monitor protection standards, operational procedures and practices in protection delivery for the beneficiaries of ESTIA Programme. S/he will be also responsible for monitoring the project with multifunctional team. Given the nature of the work the incumbent shall liaise with partners and other actors on operational and protection issues as guided by the supervisor.



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More specifically, the contractor shall perform the following duties:

- Consistently apply International and National Law and applicable UN/UNHCR and IASC policy, standards and code of conduct.
- Monitor Standard Operating Procedures (SOPs) for all protection and solutions activities.
- Assist in drafting reports, routine correspondence, updating relevant databases and compiling statistics for the protection unit / section.
- Provide counselling on protection issues to persons of concern; liaise with competent authorities to ensure the issuance of personal and other relevant documentation.
- Participate in individual protection case management including cases of SGBV and child protection if required.
- Contribute to the design, implementation and evaluation of protection related AGD based programming with implementing and operational partners.
- Support activities in protection related AGD based programming with implementing and operational partners.
- Participate in protection monitoring to the beneficiaries of accommodation program, prepare reports and give feedback to the partners.
- Receive referrals for accommodations from different actors based on SOPs, made assessment and matching of the referrals with available places, and arrange for the transfers.
- Undertakes other duties as required.

### **Monitoring and Progress Controls**

The incumbent will work under the supervision of the Field Officer (Protection) or Protection Associate to whom s/he will report on regular basis.

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 preferably in Law, International Law, International Relations, Social Sciences, Political Sciences or related field. Additional training courses in protection related issues in particular in connection to refugee protection is an asset
- Minimum 4 years professional experience relevant to the function
- Excellent knowledge of Greek and English is essential and good working knowledge of another UN language is desirable
- Good computer skills

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

### **Required Competencies:**

- Empowering and Building Trust
- Managing Resources
- Analytical Thinking
- Political Awareness
- Stakeholder Management
- Ability to work in a team and in a multi-cultural environment



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## Desirable Qualifications & Competencies:

- Completed Protection Learning Programme
- Completed trainings in Child Protection and SGBV
- Knowledge of ProGres V4 database

## 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).**