



Vacancy Notice: 2019/HRT/006
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: Field Associate, G6	Duty Station: Athens – Greece
Contract Type: Temporary appointment	Duration: Until 31 December 2019
Position Number: N/A	Deadline: 07 June 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 Field Associate will be supervised by the Senior Field Coordinator of Country Office in Athens who defines general work objectives and provides necessary advice and guidance. The incumbent will perform a variety of functions related to operational and field activities and might supervise some General Service support staff.

The incumbent will maintain close internal communication and coordination with the different units and with Sub/Field offices in the islands and the mainland to exchange information and data, for regular updates and for addressing the needs at the field and central levels. He/she will also keep regular communications with external contacts including officials of national and international institutions, representatives of refugee communities, local population, Implementing and Operation Partners on matters of importance to the Organization and its operational priorities. To achieve this, the incumbent is expected to have excellent communication skills, especially in Greek language and ability to work in a multicultural team. Finally, the profile of this position requires good understanding of the asylum situation in Greece.



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Accountability

- UNHCR's policies, standards and procedures are constantly and coherently applied in the area of responsibility (AoR).
- The needs of persons of concern in the AoR are assessed and analysed in a participating manner and using an Age, Gender and Diversity (AGD) perspective to form a firm basis for planning.

Responsibility

- Monitor the situation in the AoR, collect data and other information relevant to UNHCR and report to the supervisor accordingly.
- Monitor the implementation of UNHCR programme including the delivery of all assistance items and monitoring of infrastructure.
- Keep regular contacts with local authorities and implementing partners as requested by supervisor.
- Act as interpreter when required.
- Contribute to the preparation of status and progress reports by providing info, preparing tables, etc.
- Assist in administrative tasks as required such as preparation of reports and meeting authorized personnel and assisting them during field missions.
- Inform and act on the reports received on persons of concern within the refugee community or from the local authorities.
- Assist in maintaining regular communications with the different units, and with sub/field offices in the islands and the mainland, and in keeping track on the field activities
- Assist in organizing meetings and field missions of the supervisor, HQs, donors missions and others
- Draft correspondence and reports as required
- Undertake other relevant duties as required.

Authority

- Negotiate with local authority counterparts, partners and populations of concern.
- Represent UNHCR in physical monitoring of projects.

Essential Minimum Qualification & Professional Experience Required:

- Completion of the Secondary Education with post-secondary training/certificate in Business Administration, Law, Political Science or related field.
- Minimum 6 years of previous job experience relevant to the function.
- Computer skills.
- Excellent knowledge of 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:

- Analytical Thinking
- Planning and Organizing
- Stakeholder Management

Desirable Qualifications & Competencies:

- Completion of UNHCR learning programmes or specific training relevant to functions of the position.
- UNHCR field experience.



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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.
- Shortlisted candidates might be required to sit for a technical 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).