



Vacancy Notice: 2019/HRU/036
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: Site Manager, LICA-5	Duty Station: Lesvos – Greece
Contract Type: UNOPS	Duration: until 31 December 2019
Position Number: UNOPS	Deadline: 23 August 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.

Purpose and Scope of Assignment:

The Contractor shall perform the following duties:

- Establish, strengthen and monitor an effective, transparent and representative camp governance system including coordination of service provision and other defined camp activities;
- Act as the central focal point for security issues in the site, in a manner that upholds the principle of confidentiality;
- In coordination with UNHCR, liaise with competent authorities, including Police, Fire Brigade, Hospital, RIS and Public Prosecutor, in order to safeguard the protection of the hosted population and of their basic rights;
- In coordination with UNHCR's Community-Based protection team, implement a community-based and participatory approach in camp management, by ensuring the mobilization and participation of the camp and host populations in the governance system with efforts to include, to the extent possible, women, children, elderly and persons with specific needs into decision-making processes;
- In coordination with UNHCR's Community-Based protection team, promote and facilitate accountability towards camp population through including setting a complaints and feedback mechanism;
- Ensure through information sessions and provision to new arrivals on site that they are aware of the assistance and services available in the camp and how to access them;



UNHCR

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

- Monitor service provision according to guidelines, international standards and indicators, agreed upon with the UNHCR Head of Office and Municipality of Mytilene;
- In line with the national strategy, contribute to self-reliance and seeking durable solutions for persons of concern hosted in Kara Tepe;
- Manage shelter allocation in the site and communicate available capacity with UNHCR and RIS for coordination purpose;
- Optimize the shelter capacity of Kara Tepe Accommodation Site by coordinating with RIS the transfer of asylum-seekers from Moria RIC to Kara Tepe in line with the prioritization criteria agreed upon between the Municipality, UNHCR and RIS;
- Set up and maintain a check-in and check-out monitoring system;
- Support RIS and UNHCR with facilitating transfers of authorized asylum-seekers and refugees from Lesvos to the mainland;
- Facilitate external visits with donors, embassies and other important visitors, and assist in the dialogue by providing accurate information;
- Supervise the staff seconded to the Municipality working in the site, and ensure that their roles, responsibilities, work plan and shift plan are fair, communicated in a timely manner to UNHCR's partner and adhered to.

Monitoring and Progress Controls

The Contractor will have to submit a quarterly 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 Qualifications & Professional Experience Required:

- Completion of Secondary education;
- Computer skills (in MS office);
- Refugee protection in Greece: acquaintance with current issues, Greek and international legislation;
- Minimum 3 years of previous relevant work experience;

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

Required Competencies:

- Excellent knowledge of Greek and English;
- Ability to work in a team and in a multi-cultural environment.

Desirable Qualifications & Competencies:

- Completion of post-secondary education, certificate/training in the fields of: social work, social sciences and humanities, or other relevant studies;
- Ability to multi-task and work under pressure.
- Work experience with an international organization is an asset.
- Managerial experience, working in responsible positions in Local Administration is an asset.
- Experience in coordination with public services, civil society and other actors is an asset.



UNHCR

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

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).