

**Vacancy Notice: 2019/HRU/030**  
**Internal & External**

The Representation of the United Nations High Commissioner for Refugees (UNHCR) in Greece invites qualified candidates to apply for the following vacancy:

<b>Position Title and Grade:</b> Senior Field Assistant, LICA-5	<b>Duty Station:</b> Thessaloniki – Greece
<b>Contract Type:</b> UNOPS	<b>Duration:</b> until 31 October 2019
<b>Position Number:</b> UNOPS	<b>Deadline:</b> 10 July 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 incumbent shall perform the following duties:

- In close coordination with protection staff, receive/process transportation requests to the asylum office for ESTIA beneficiaries, as well as transportation of vulnerable persons from the open sites to ESTIA.
- Liaise with Transportation companies on transportation requests with special attention to vulnerable cases.
- Maintain the filing of financial records for all Transportation invoices and related documents (official letters, lists of beneficiaries, correspondence with authorities).
- Liaise with transport companies to address problems related to the quality of the service which may affect the protection conditions of persons of concern.
- Focus on the enrollment, verification and certification for new arrivals in the context of UNHCR Cash Based Interventions.
- Collect data and other information relevant to new arrivals, transfers and accommodation to the mainland and report them to their supervisor.
- Support procedures for reception, registration and provision of assistance to PoC, as conducted by competent services and in accordance with UNHCR's role.
- Contribute to planning at the local level with regard to addressing increases or changes in incoming flows and perform regular monitoring of open reception facilities and urban accommodation.



# UNHCR

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

- Cooperate with competent authorities and responsible actors in open reception sites with a view to ensuring safety and welfare of PoC.
- Interact with PoC so as to keep track of expressed needs and refer them, as required, to the competent services.
- Contribute to the cooperation with all humanitarian partners and the civil society as well as with national authorities and local structures.
- Support in the identification of vulnerable cases and their referral accordingly.
- Undertake other relevant administrative and field related duties as requested by Head of Sub-Office and the Protection Officer.

### Monitoring and Progress Control:

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 Qualifications & Professional Experience Required:

- Completion of the Secondary Education with post-secondary training/certificate in Business Administration, Law, Political Science or related field.
- Minimum four (4) years of previous professional experience relevant to the function
- Excellent knowledge of English and Greek is essential.
- Excellent IT skills and Microsoft Office (especially Excel) and experience in using databases.

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

### Key competencies:

- Technological Awareness
- Stakeholder Management
- Political Awareness

### Desirable qualifications and competencies:

- Advanced knowledge of ProGres v4 database.
- Completion of UNHCR learning programmes or specific trainings relevant to the function.
- Fluency in Arabic/Farsi/Dari/Urdu/French/Sorani/Kurmanji will be considered as an asset.

### 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).