



UNHCR

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

VACANCY NOTICE PI/PA Assistant 2016/HRU/007

UNHCR Greece invites applications from qualified candidates for the following position:

Position title	Public Information/Public Awareness (PI/PA) Assistant
Project	Media and Communication on refugee issues in Chios
Category and Level	UNOPS, LICA-5
Duty Station	Chios, Greece
Duration	Until 31/12/2016
Effective date	01/11/2016
Closing Date	23/10/2016

OPERATIONAL CONTEXT

The situation in Greece considerably changed in March 2016, with the closure of the border between Greece and the Former Yugoslav Republic of Macedonia (fYRoM) and the entry into effect of the EU-Turkey Statement. Arrivals to Greece have drastically decreased, dropping from 2,000 per day in the months of January and February to an average of 103 daily in September.

Nevertheless, the challenging living conditions on the islands, combined with a prevailing feeling of uncertainty, have created frustration among asylum-seekers and fuelled tensions with the host communities. On Chios, capacities for accommodating refugees and migrants are overstretched. As of 5 October, the island hosted approx. 2,450, with a capacity of only 1,100. While calling for shorter waiting periods for asylum claims, faster registration and processing of cases for all nationalities and speedier return of those who are not in need of international protection, UNHCR is actively working with the authorities to reduce tensions and overcrowding.

FUNCTIONAL STATEMENT

UNHCR has been heavily involved in promoting the peaceful coexistence of host communities and refugees. Since July 2016, UNHCR supports the local authorities on Chios towards implementing relevant activities, but these efforts need to be strengthened to enable positive change, promote tolerance and understanding. An active engagement with local media platforms and social networking sites, would also facilitate the dissemination of messages of empathy and compassion. In addition, UNHCR's visibility should be increased, while misconceptions about its role and activities need to be explained to the local audience. Positive refugee stories and documentaries should be developed.

The coverage of these needs demands continuous engagement by dedicated workforce. The recruitment of a Public Information/Public Awareness (PI/PA) Assistant is necessary to support FO Chios towards that goal.

Accountability

- UNHCR's relations with the media and other stakeholders on Chios are effectively supported.
- The organization's standing with local audiences is enhanced.

Responsibility

The PI/PA Assistant will undertake the following activities, under the supervision of the Chios HoO and in coordination with UNHCR's Comm/Public Information Unit in Athens:

- Produce original content, including videos/documentaries, photos, features, stories, and social media posts to promote messages of tolerance, positive examples of solidarity and community-based activities. Promote such material to the media, both digital and printed.



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- Undertake field trips with media and other official visitors in support of UNHCR and its work;
- Actively maintain relations with the media, represent UNHCR in interviews and other media events;
- Produce regular fact sheets for external use;
- Facilitate the coordination of the humanitarian actors on communication issues through the CwC Working Group;
- Provide support to the Municipality's staff working with Community Engagement and local media;
- Explore, engage, follow-up and organize pro-solidarity initiatives, events and other public awareness activities that promote the refugee cause, involving local community on Chios; to this end, explore new partnerships and suggest innovative ideas;
- Perform other relevant duties.

Authority

- Represent UNHCR in press events, interviews and other media events.

ESSENTIAL MINIMUM QUALIFICATIONS & PROFESSIONAL EXPERIENCE REQUIRED

- Completion of the Secondary education; training preferably in Communications, Journalism or related discipline;
- Minimum of 4 years of previous relevant work experience;
- Fluency in English language;
- Working knowledge of Microsoft Office applications
- Excellent communication and drafting skills

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Previous work experience with UNHCR and other international organisations is an asset;
- Fluency in Greek is desirable
- Other UN languages considered an asset
- Photo and video editing knowledge is highly desirable
- Very good knowledge of new digital communication technologies
- Swift and solid response and reaction time
- Resourceful, innovative and creative
- Strong connection to Chios community
- Liaison and coordination skills
- Attention to detail
- Ability to work in a team and in a multi-cultural environment

SUBMISSION OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your **Personal History Form (P11)** (which can be downloaded from www.unhcr.org/recruit/p11new.doc) and **Motivation Letter** by e-mail with the vacancy title **PI/PA Assistant 2016/HRU/007** in the subject line to: greatvac@unhcr.org no later than 23/10/2016. Only applications submitted by e-mail with a **signed P.11 form** will be considered. **Emails without vacancy title PI/PA Assistant 2016/HRU/007 in the subject line will not be considered.**

Shortlisted candidates might be required to sit for a written test and will have to undergo an oral interview. Only shortlisted candidates will be notified. No late applications will be accepted.



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Deadline for submission of application: 23/10/2016



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VACANCY NOTICE Senior Programme Assistant 2016/HRT/058 INTERNAL/EXTERNAL

UNHCR Greece invites applications from qualified candidates for the following position:

Position title	Senior Programme Assistant
Contract type	Temporary appointment
Category and Grade	General Service, G-5
Duty station	Chios
Duration	Until 31/03/2017 with a possibility for extension
Starting date	Immediately upon recruitment
Closing date	11 January 2017

OPERATIONAL CONTEXT

In response to the exponential turn in the refugee and migrant crisis impacting Europe since the beginning of 2015, UNHCR Office in Greece mobilized efforts to assist the Government in identifying the needs and protection concerns of the refugees. UNHCR coordinates and promotes the implementation of its mandate within the framework of the Refugee Coordination Model with the government, civil society (IPs and Ops) and other relevant international and national stakeholders to provide protection and assistance to the thousands of women, men, boys and girls who found themselves in Greece.

FUNCTIONAL STATEMENT

The incumbent normally receives guidance from more senior programme staff in the operation. S/he may receive indirect guidance from other sections and units relevant to the country programme(s). UNHCR Manual, Operations Plans, UN and UNHCR financial/budgetary rules and regulations will guide the work of the Senior Programme Assistant.

The incumbent is expected to have contacts within the organization and outside the duty station, as well as with partners and other stakeholders to collect information, monitor programme activities and implement administrative requirements.

Accountability

- UNHCR country office has sufficient administrative assistance and support in routine services and activities within Programme Section thus better able to meet the needs of persons of concern.
- IP agreements are established in a timely manner, regularly monitored and reported on in compliance with established guidelines and procedures.

Responsibility

- Collects, registers and maintains information on project activities.
- Prepare status and progress reports, prepare tables and draft routine correspondence.
- Prepare background material for use in discussions and briefing sessions.
- Undertake proper collection, monitoring and use of baselines, standards and indicators needed to measure and analyse programme performance, trends and target interventions.
- Review the implementation and performance of IPs agreements through appropriate physical monitoring to evaluate the projects by reviewing work plans, progress reports, budget, financial reports and expenditures. This may include field visits for specific monitoring and evaluation issues.
- Apply UNHCR's corporate tools (e.g. Global Focus, Focus Client) to assess the technical soundness of the operation and generate data for evidence-based decisions at the country-level.



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- Assist in ensuring compliance in issuance of audit certificates for Implementing Partners.
- Perform other duties as required.

Authority

- Provide inputs for the country operations plan (including budgets, staffing levels and structures) as well as prepare inputs for funding submissions, appeals and reports.
- Access the relevant information and programme records, Focus/ MSRP data.
- Represent UNHCR in physical monitoring of projects.

REQUIRED COMPETENCIES

- Managing Resources
- Analytical Thinking
- Planning & Organizing

ESSENTIAL MINIMUM QUALIFICATIONS & PROFESSIONAL EXPERIENCE REQUIRED

- Completion of Secondary education courses/ training/ certificate in Business Administration, Social Science, International Law or related field
- Minimum 4 years of previous job experience relevant to the function
- Computer skills (in MS office)
- Fluency in English and working knowledge of another relevant UN language or local language

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Completion of the UNHCR Learning programmes or specific training relevant to functions of the position.
- Good knowledge of UNHCR financial rules, procedures and processes.
- Knowledge of UNHCR specific programmes (MSRP, Focus, etc.).
- Prior exposure to UNHCR refugee operations and functions relating to office administration and programme activities.

SUBMISSION OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your Personal History Form (P11) (which can be downloaded from www.unhcr.org/recruit/p11new.doc) and motivation letter by e-mail with the vacancy title **Senior Programme Assistant 2016/HRT/058** in the subject line to: greatvac@unhcr.org no later than 11 January 2017. Only applications submitted by e-mail with a **signed P.11 form** will be considered. **Emails without vacancy title Senior Programme Assistant 2016/HRT/058 in the subject line will not be considered.**

No acknowledgement of the receipt of the application will be provided.

Shortlisted candidates might be required to sit for a written test and will have to undergo an oral interview. Only shortlisted candidates will be notified. No late applications will be accepted.

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Deadline for submission of application: 11 January 2017.



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VACANCY NOTICE
Senior Protection Assistant 2016/HRU/010

UNHCR Greece invites applications from qualified candidates for the following position:

Position title	Senior Protection Assistant
Category and Level	UNOPS, LICA-5
Duty Station	Chios, Greece
Duration	Until 30 June 2017
Effective date	16 January 2017
Closing Date	23 December 2016

OPERATIONAL CONTEXT

In response to the exponential turn in the refugee and migrant crisis impacting Europe since the beginning of 2015, UNHCR Office in Greece mobilized efforts to assist the Government in identifying the needs and protection concerns of the refugees. UNHCR coordinates and promotes the implementation of its mandate within the framework of the Refugee Coordination Model with the government, civil society (IPs and Ops) and other relevant international and national stakeholders to provide protection and assistance to the thousands of women, men, boys and girls who found themselves in Greece.

PURPOSE AND SCOPE OF ASSIGNMENT

- Consistently apply International and National Law and applicable UN/UNHCR and IASC policy, standards and codes of conduct.
- Provide counselling on protection issues to persons of concern; liaise with competent authorities to ensure the issuance of personal and other relevant documentation.
- Support activities in protection related AGD based programming with implementing and operational partners.
- Conduct preliminary information gathering and interviews in support of eligibility, status determination, durable solutions and social needs assessment.
- Contribute to measures to identify, prevent and reduce statelessness.
- Contribute to a country-level child protection plan as part of the protection strategy
- Contribute to a country-level education plan for persons of concern as part of the protection strategy.
- Monitor Standard Operating Procedures (SOPs) for all protection/solutions activities.
- Participate in individual protection case management including cases of SGBV and child protection. Monitor and report on cases of refoulement, expulsion and other protection incidents.
- Assist in identifying durable solutions for persons of concern in voluntary repatriation, local integration and where appropriate, resettlement.
- Contribute to the design, implementation and evaluation of protection related AGD based programming with implementing and operational partners.
- Assist in drafting reports, routine correspondence, updating relevant databases and compiling statistics for the protection unit / section.
- Contribute to initiatives to enhance national and local protection capacities.
- 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.



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ESSENTIAL MINIMUM QUALIFICATIONS & PROFESSIONAL EXPERIENCE REQUIRED

- Completion of Secondary education. Additional training courses in protection related issues.
- Minimum 4 years professional experience relevant to the function.
- Fluency in English and working knowledge of another relevant UN language or local language

KEY 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.

DESIRABLE QUALIFICATIONS

- Good computer skills
- Completed Protection Learning Programme

SUBMISSION OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your **Personal History Form (P11)** (which can be downloaded from www.unhcr.org/recruit/p11new.doc) and **Motivation Letter** by e-mail with the vacancy title **Senior Protection Assistant 2016/HRU/010** in the subject line to: greatvac@unhcr.org no later than 23 December 2016. Only applications submitted by e-mail with a **signed P.11 form** will be considered. **Emails without vacancy title Senior Protection Assistant 2016/HRU/010 in the subject line will not be considered.**

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Deadline for submission of application: 23 December 2016.