

UNOPS helps its partners in the United Nations system meet the world's needs for building peace, recovering from disaster, and creating sustainable development. UNOPS is known for its ability to implement complex projects in all types of environments around the globe. In an effort to promote organizational excellence, UNOPS seeks highly qualified individuals for the following position:

Vacancy Details

Vacancy code:	VA/2014/B5109/6181
Post Title:	Junior Business Development Officer
Post Level:	L-ICA 8
Org Unit:	AEMO/RSPC/European PROGRES
Duty Station (DS):	Home based with expected travel to South East and South West Serbia
Duration:	Up to maximum of 19 working days in period from 1 December 2014 to 28 February 2015
Closing Date:	16 November 2014

1. Project(s) Background

European PROGRES is a multi-donor Programme, financed by the European Union (EU), the Government of Switzerland and the Government of Serbia, designed to support sustainable development in the South East and South West Serbia. The Programme has been conceptualised jointly with the European Integration Office of the Government of the Republic of Serbia (SEIO), which has responsibility for monitoring implementation and providing assistance and facilitation. The United Nations Office for Project Services (UNOPS) has been granted with an initial budget of 17.46 million Euros and has the overall responsibility for the Programme implementation.

Through a multi-sector approach this Programme will contribute to sustainable development of underdeveloped areas and creation of more favourable environment for infrastructure and business growth by strengthening local governance, improving vertical coordination, planning and management capacities, improving business environment and development, as well as enhancing implementation of social inclusion and employment policies.

The Programme works towards achieving four main results, while good governance principles are interwoven as a cross cutting aspect of the entire intervention:

1. Strengthened local governance, planning and management capacities through introduction of new, or improvement/elimination of existing procedures and processes in line with the principles of good governance.
2. Increased competitiveness of local economy through improved business environment and management/organizational capacities of small and medium enterprises/agricultural cooperatives.
3. Improved access to employment, offering equal opportunities to both men and women, and social inclusion of the most vulnerable and marginalised groups through development and implementation of local policies resulting in reduced migration from South East and South West Serbia.
4. Effects of Serbia's European accession communicated to general public.

The final beneficiaries, but also the key stakeholders and financial contributors of this Programme are 34 municipalities from the third and fourth group of development level, which have responsibility of taking ownership of activities implemented in their territory:

- Novi Pazar, Ivanjica, Nova Varoš, Priboj, Prijepolje, Raška, Sjenica and Tutin, in the South West Serbia
- Prokuplje, Blace, Žitorađa, Kuršumlija in the Toplica District
- Leskovac, Bojnik, Vlasotince, Lebane, Medveđa and Crna Trava in the Jablanica District
- Vranje, Bosilegrad, Bujanovac, Vladičin Han, Preševo, Surdulica and Trgovište in the Pčinja

- District
- Brus in the Rasina District
- Aleksinac, Gadžin Han, Doljevac, Merošina and Svrlijig in the Nišava District
- Babušnica, Bela Palanka in the Pirot District
- Knjaževac in the Zaječar District.

Other beneficiaries include municipality-founded institutions and public utility companies, civil society organisations (CSO) and media in the participating municipalities. It is the inhabitants of the South East and South West Serbia who will feel the biggest benefits of the Programme.

Duties and Responsibilities

2. Purpose and Scope of Assignment

The Programme has developed an Open Call for Proposals for Provision of support to clusters in common market approach and introduction of innovative practices which will tentatively be advertised in late October/ early November. The objective of the call is to assist at least 15 SMEs from South East and South West Serbia to increase their competitiveness, through introduction of new or improvement of existing products, market extension and internationalization of SMEs.

A two-step selection process will be organized:

- (1) Pre-selection based on Project Concept (December 2014)
- (2) Submission of Final Applications (February 2015)

The overall indicative amount of budget available under this call for proposals is 200,000 Euros and the single grant award cannot exceed 40,000 Euros.

The purpose of the assignment is to support the process of the Programme's assistance to clusters in common market approach and introduction of innovative practices which will be delivered through an open call for proposals.

The Junior Business Development Officer will be tasked with assistance during the preparation phase for grants delivery, focused on providing technical assistance to potential grantees to develop more quality project proposals.

Under the overall supervision of the Sector Manager for Competitiveness and direct supervision of the Business Development Programme Associate, the Junior Business Development Officer will provide support to clusters from South East and South West Serbia and contribute to identification and development of project proposals for the open call.

More specifically, the Junior Business Development Officer will be responsible to:

- Develop presentation materials for the informative sessions as well as for the two-day workshop in line with the developed Call for Proposals. This shall include but not be limited to power point presentations, agendas, hand-outs, etc.
- During advertisement of the call, support delivery of informative sessions on three locations, with the above mentioned custom-made presentations and guidance on business planning (defining innovation priorities, understanding of market, product positioning etc.).
- Participate in evaluation of the first phase of the Call as a member of the Evaluation Committee assessing the quality of the Project Concept Notes.
- Conduct two-day workshop on Project preparation and business planning for the pre-selected applicants. The objective of the workshop is to elaborate project structure and risks, formulate measurable indicators of success, determine the course of action and duration and allocate appropriate resources in line with schedule of activities.

- Provide on-line consultations and guidelines to pre-selected applicants related to preparation of the Full application for the Call.

Time framework

- Develop materials for informative sessions - up to 2 working days until 2 December 2014
- Deliver presentations at three informative sessions - up to 3 working days until 10 December 2014
- Evaluate first phase of the Call for Proposal/Evaluation Report - up to 5 working days until 31 December 2014
- Implement two-day workshop and prepare Workshop Report - up to 4 working days until 30 January 2015
- Provide on-line consultations/report on interaction with applicants - up to 4 working days until 25 February 2015
- Final Consultancy Report - up to 1 working day until 28 February 2015

Required Selection Criteria

a. Education

- Master Degree in Economics or Management
- Bachelor's degree with 2 years of additional experience may be accepted in lieu of the Masters

b. Work Experience

- Minimum two years of relevant business development experience preferably with the UN or EU, or other international organisation
- Experience in providing assistance to clusters and the private sector an asset
- Experience in development of project proposals granted by UN or EU, or other international organisation, an asset
- Experience in organization and delivery of capacity building training an asset

c. Key Competencies

- Serbian as native language, fluency in English
- Excellent understanding of business clusters role as a tool for increasing of SME competitiveness
- Excellent understanding of Serbian business environment
- Strong knowledge of market development, innovation and project cycle management
- Good organizational and inter-personal skills
- Public speaking clear and focused, with ability to effectively communicate complex ideas to a non-specialist audience
- Formulates written information clearly and persuasively
- Accountability for management of time, establishing clear performance goals, standards, and responsibilities
- Demonstrates commitment to UNOPS' mission, vision and values, including cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Drivers licence and ability to travel independently

Submission of Applications

Qualified candidates may submit their application, including a letter of interest, complete Curriculum Vitae, updated United Nations Personal History Form (P.11) and copy of licences in possession to UNOPS via UNOPS Global Personnel Recruitment System at following link:

<https://gprs.unops.org/pages/viewvacancy/VADetails.aspx?id=6181>

Please note that this is a local post and is open to all nationals of the country of the duty station and to individuals who have a valid work permit.

Additional Considerations

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.

- Qualified female candidates are strongly encouraged to apply.
- UNOPS reserves the right to appoint a candidate at a level below the advertised level of the post.
- The incumbent is responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.

It is the policy of UNOPS to conduct background checks on all potential recruits/interns. Recruitment/internship in UNOPS is contingent on the results of such checks.

For more information on UNOPS, please visit the UNOPS website at www.unops.org