

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/B5109/6180
Post Title:	Junior National Employment Officer
Post Level:	L-ICA 8
Org Unit:	AEMO/RSPC/Strengthening Social Cohesion in the Labour Market through Support to Disadvantaged and Vulnerable Groups Project
Duty Station (DS):	Belgrade/Serbia
Duration:	Up to maximum of 25 working days in period from 1 December 2014 to 6 January 2015
Closing Date:	16 November 2014

1. Project(s) Background

The Project "Strengthening Social Cohesion in the Labour Market through Support to Disadvantaged and Vulnerable Groups" is re-conceptualized the Sustainable Waste Initiative for a Healthier Tomorrow 2 - SWIFT 2 project as a pilot initiative in the field of social inclusion of Roma population which was funded by the Delegation of the European Union to Serbia (EUD) in 2012 and implemented by a consortium composed of several United Nations agencies (UNOPS, WHO, UNDP). SWIFT2 project would seek to support access to services through coordination between SWIFT stakeholders, vulnerable populations engaged in waste collection and the Ministry of Environment, Mining and Spatial Planning.

The new, revised Project „Social Cohesion“ is focused on employment and income generation. Direct beneficiaries of the project are the most marginalized and vulnerable populations in Belgrade, primarily Roma men and women who have previously resided in the informal Belvile settlement and currently reside in Makiš 1, Makiš 2, Kijevo, Resnik, Jabučki Rit mobile settlements. As the informal waste management sector makes up a significant part of Roma income, the informal waste collectors should also be included for the support both at the project and policy level.

Two of the problems which the Project is addressing directly are unemployment of Roma including the changes needed in the existing policy and limited professional or educational qualification of Roma population.

Roma have been recognised as a vulnerable group in Serbia, with particular difficulties in access to formal employment. The legislation and active employment policy measures are in place; however, the implementation is not yet showing improvements. This is coupled with the lack of education among Roma, employers' stereotyping prejudices that lead to discrimination, but also the lack of personal documents needed for employment. Discrimination and the lack of education are among the key reasons for extremely low participation of Roma in the labour market: 19% of Roma are illiterate (of which 2/3 are women), and a mere 12% are secondary school drop-outs. For all above reasons, Roma men and women seek income through non-conventional work. Collection of recyclables is one of the primary sectors of informal employment of Roma population. There were hardly any attempts to include the Roma into the formal waste management system and provide them with decent (registered, safe and regularly paid) employment. According to the Strategy for Improvement of the Status of Roma, inclusion of Roma in active employment measures is one of the key goals and it will be based not only on the individual plans for employment but on additional activities that are envisaged rising of awareness and stimulation of employers for employment of Roma, as well as rising of capacities of local self-governments for creation of active employment measures targeted Roma population.

Within the Project component 2 - Support for further development of the waste management system in

Serbia it will be implemented the activity *Develop and pilot labour mediation programme within the Centre for Social Entrepreneurship for most vulnerable groups with the focus on Roma population.*

The **City of Belgrade's Centre for Social Entrepreneurship** (hereinafter: CSE) is the first centre of this type in Serbia established in February 2013. Its role is to promote and support entrepreneurship and employment among the most vulnerable groups in Belgrade. The CSE has signed a tripartite agreement with the City of Belgrade and the National Employment Service Belgrade branch office to implement the active employment measures for the most vulnerable groups. It has also already performed two rounds of grant support for self-employment, funded by the City of Belgrade.

Consequently, the CSE is a logical key partner in the implementation of this project. Activities regarding self-employment, occupational skills development, and work activation will be implemented in close collaboration with the CSE.

Duties and Responsibilities

2. Purpose and Scope of Assignment

The purpose of the assignment is an assessment and comparison of official data on the unemployed Roma registered at Branch office Belgrade of National Employment Service (hereinafter: NES) and data on NES Survey of Employers for 2014 which will be provided by NES, as well as assessment of the key factors for CSE building capacities in order to implement work activation measures for Roma unemployed.

The Junior National Employment Officer will perform under the direct supervision of the Employment and Income Generation Associate and overall guidance of the Project Manager. As every output shall be reviewed and endorsed by UNOPS, the respective project team members shall be entitled to make comments, ask for clarifications of certain findings and make recommendations three (3) days after the submission of the first draft of the report, and seven (7) days after the submission of the final draft of report.

More specifically, the Junior National Employment Officer will:

- Conduct in depth assessment and comparison of official data on the unemployed Roma registered at Branch office Belgrade of National Employment Service and data on NES Survey of Employers for 2014 through reviewing and analysing data.
The assessment should cover but not be limited to four main areas:
 - a) Statistical data on the unemployed Roma registered at NES Branch office Belgrade divided by sex, occupation, level of education, municipality and length of unemployment spell;
 - b) The main findings from NES Survey of Employers for 2014 (demand-driven occupations and occupational skills for 2014 and 2015);
 - c) Identification of sectors in which Roma men and women could have the greatest opportunity for employment; and
 - d) Recommendation of trainings for demand-driven occupational skills taking into consideration the profiles of the majority of the unemployed Roma
- Conduct assessment of the key factors for CSE building capacities in order to implement work activation measures for Roma unemployed, including the way of cooperation between CSE and other public stakeholders aimed at better work activation of Roma unemployed, through interviews with CSE staff.
The assessment should cover but not be limited to four main designs of following:
 - a) work activation tools for CSE dealing with the unemployed Roma with specific modality for Roma women in relation to most often reasons for their inactivity and their potential for work activation;
 - b) methodology for matchmaking employers and Roma unemployed;
 - c) methodology for in-company training where companies will have the role of training service providers; and

d) framework for effective potential employer engagement during the vocational trainings.

Outputs

The Junior National Employment Officer is expected to deliver the following outputs:

- Work plan
- Assessment Report and circulated to project staff
- Presentation of the Assessment

Time framework

- Preparatory activities/Work Plan/Outline of Report - up to 5 working days until 5 December 2014
- Conducting of assessment - up to 10 working days until 19 December 2014
- Summarize assessment results/draft Assessment Report - up to 5 working days until 26 December 2014
- Prepare final Assessment Report - up to 4 working days until 5 January 2015
- Presentation of assessment results - 6 January 2015

Required Selection Criteria

a. Education

- Master Degree in Social Sciences
- 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 experience in labor market and unemployment field
- Experience in assessing and analyzing of job-related skills and demand-driven occupations is an asset

c. Key Competencies

- Serbian as native language, fluency in English
- Excellent analytical, organizational and inter-personal skills
- Attention to details and client focus 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
- Able to perform a variety of standard tasks related to results management, including screening and collecting of project documentation, projects data entering, provision of information
- Demonstrates commitment to UNOPS' mission, vision and values, including cultural, gender, religion, race, nationality and age sensitivity and adaptability

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=6180>

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.

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