

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**

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**Vacancy code:** VA/2014/B5109/6127

**Post Title:** Administrative Assistant

**Post Level:** L-ICA 5

**Org Unit:** AEMO/RSPC/ Serbia Floods Rehabilitation Support

**Duty Station:** Belgrade/Serbia

**Duration:** 8 months, renewable

**Start Date:** Immediate

**Closing Date:** 9 November 2014

### **1. Project(s) Background**

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“Serbia Floods Rehabilitation Support” project has been prepared in cooperation with the Government of the Republic of Serbia, and close coordination with its European Integration Office (SEIO), the Delegation of the European Union to the Republic of Serbia (DEU), as well as the resident United Nations agencies in Serbia, as a response to devastating floods that hit Serbia in May 2014.

The **objective** of the project is to support the citizens of the municipalities affected by the floods to restore their living conditions through reconstruction of private dwellings, and throughout the whole flood-affected region to establish normal functioning of kindergartens, schools, medical centres and other public institutions or road/s of primary importance, as well as to enhance capacities of the Government of Serbia's Office for Flood Affected Areas Assistance and Recovery in management and monitoring of salvage efforts.

The project will deliver seven results:

- **Result 1:** Housing solutions provided to up to 370 families in Obrenovac, Krupanj and other municipalities if needed, through reparation or reconstruction of damaged private houses, provision of prefabricated houses, and reparation of facilities for small businesses, respecting human rights standards and non-discrimination principle of good governance
- **Result 2:** Improved living conditions in temporarily shelters and enhanced capacities for monitoring and coordination of return process in municipalities Obrenovac and Lazarevac
- **Result 2:** Working conditions restored to normal functioning in up to 30 public institutions (kindergartens, schools, medical centres etc) in the municipalities affected by the floods
- **Result 4:** Normalised transport of goods and people between Krupanj and Loznica through Korenita and Krst
- **Result 5:** Enhanced capacities of the Government of Serbia Office for Flood Affected Areas Assistance and Recovery (FAAARO) to manage and monitor recovery process in the flood affected municipalities
- **Result 6:** Reduced risk of spreading infective diseases through reduction of mosquitoes population in the areas affected by the floods
- **Result 7:** The project results communicated to general public

The **final beneficiaries** of this project are:

- Up to 370 families from Obrenovac and Krupanj who were affected by the floods and currently live in unsatisfactory conditions or in the collective centres
- Thirty public institutions of primary importance (kindergartens, schools, medical centres) that are out of function due to the damage caused by the floods, which besides reparation and reconstruction need equipment for normal functioning
- The recently established Government of Serbia's Office for the Flood Affected Areas Assistance and Recovery, responsible for the overall monitoring of the flood response.

The project will closely cooperate with the key stakeholders in order to achieve the planned results: the Government of Serbia Commission for Damage Assessment, the SEIO, the line ministries (the Ministry of Construction, Transport and Infrastructure, the Ministry of State Administration and Local Self Government, the Ministry of Education, Science and Technology Development, the Ministry of Health); organisations implementing the same scope of activities in different municipalities affected by the floods: ASB, DRC, HELP and Housing Centre; local self-governments, the Serbian Chamber of Engineers and other UN agencies dealing with specific parts of intervention.

### **Duties and Responsibilities**

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#### **2. Purpose and Scope of Assignment**

Under the supervision of Operations Manager and guidance of Project Manager, the Administrative Assistant provides range of administrative services supporting effective implementation of Serbia Floods Rehabilitation Support Project.

The Administrative Assistant promotes a client, quality and results-oriented approach and works closely with project staff so to ensure effective service delivery.

In particular, the Administrative Assistant will perform following tasks:

- Under the guidance of Project Manager create Requisition Orders for Project related activities ensuring that specificities and requirements of requested goods and/or services are complete and relevant;
- Create Purchase Orders (POs) for Project contracts, liaise with project personnel and procurement unit on services rendered and goods procured so to timely register receipts;
- As and when required, provide assistance to Procurement Unit in administering of project tender processes, receiving and inspecting of purchased goods, works and services;
- Prepare payment documentation ensuring full compliance with the financial rules and regulations and liaise with the Finance Unit for any required data pertaining to the payment;
- Monitor current contract status and notify Project Manager and/or Project Engineers on encountered risks, payment requirements or other issues of concern;
- Create and/or update Vendor profiles for Project contracts;
- Maintain Tax Exemption database; prepare and ensure timely submissions for VAT exemptions for Project purposes;
- Maintain filing system for performed activities ensuring clear and auditable trail;
- Assist in development of Project reports, as appropriate;
- Perform Byer Profile related activities in Atlas.

Perform other duties as may be reasonably required and in line with the incumbent's scope of services above.

At the request of UNOPS Serbia Project Centre (RSPC) Manager and as may be reasonably required, provide support to RSPC activities in line with the scope of the services of this ToR, in order to promote the common objectives of the RSPC and donors of its projects.

Support reorganization of RSPC to respond to the new workload as appropriate.

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### **3. Required Selection Criteria**

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a. **Education**

- Secondary education is required, Technical/Professional Diploma or BA, preferably in Finance, Economy, Business Administration or related field is an asset.

b. **Work Experience**

- Five years of relevant experience in administrative support services
- Knowledge of UNOPS and EU rules and procedures would be an asset

c. **Key Competencies**

- Planning and Organizational Skills
- Focuses on result for the client and responds positively to feedback
- Communication skills
- Team Work and Interpersonal Skills
- Demonstrates commitment to UNOPS mission, vision and values
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Shares knowledge and experience
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills
- Consistently approaches work with energy and a positive, constructive attitude

### **Submission of Applications**

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#### **Additional Considerations**

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=6127>

**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**

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- 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.

For more information on UNOPS, please visit the UNOPS website at [www.unops.org](http://www.unops.org)