

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:** 2014/UNOPS/AEMO-RSPC/VA/00090845/003  
**Post Title:** National Project Manager  
**Post Level:** L-ICA 6  
**Org Unit:** AEMO/RSPC/ Serbia Floods Rehabilitation Support  
**Duty Station:** Belgrade/Serbia with frequent travel to flood affected areas  
**Duration:** One year with possibility of extension  
**Start Date:** Immediate  
**Closing Date:** 13 August 2014 COB

### **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**

The National Project Manager has the overall responsibility for all aspects of the project life cycle, including successful implementation, day-to-day operations, regular contact and support to the donors, partners and beneficiaries. He/she is expected to contribute strongly to the project's performance and delivery of goals.

In particular, the National Project Manager needs to have a thorough understanding of the Project Document, Logical Framework Matrix, legal agreement, terms, conditions, and the respective roles and responsibilities of the partners/stakeholders to ensure the project's products can meet the business cases. The success of the project will be based on the Success Criteria of UNOPS' engagements which are linked to the below responsibilities.

#### **Stakeholder Management:**

- Establish strong working relationship with the donors, line ministries of the Government of the Republic of Serbia, Government's bodies dealing with the sanitation of flood damages, beneficiary local governments and other key stakeholders
- Establish and maintain effective coordination between the partner UN Agencies involved in the implementation of respective activities of the project
- Maintain an established network of contacts for general information sharing and remain up-to-date on partnership related issues
- Manage communications and ensure stakeholders are aware of project's activities, progress, exceptions and are in a position to accept handover products
- Advise the UNOPS Serbia Project Centre Manager, as well as the donor, on issues that may impact the achievement of outcomes (including sustainability and post project requirements such as maintenance)
- Ensure good governance concept, principles and practices are incorporated into the activities where applicable, in accordance to the project's objectives and methodology
- Manage communications and visibility aspects of the project, while respecting the EU Communications and Visibility Manual, ensuring that the stakeholders and general public are aware of the project activities, results and impact
- Provide contribution in collating and developing external reports on socio-economic conditions in the project area used to inform donors and key stakeholders of trends and conditions

**Delivery and Performance:**

- Play the key role in ensuring implementation of the approved project plans within tolerances agreed with the donors and the national partners
- Advise the UNOPS Serbia Project Centre Manager of any deviations from the plan
- Support development of monitoring plans
- Monitor performance of service providers
- Liaise with any external suppliers or account managers
- Authorize work packages
- Identify and manage risks so that maximum benefit to client and stakeholders is achieved
- Manage and review the product quality and ensure products are accepted
- Identify and communicate relevant information for a variety of audiences for advocating the UN mandate
- Identify and report threats to UNOPS internal business case to supervisor

**Procedures:**

- Follow the Project Management Cycle Instructions and ensure that all organizational policy is complied with (Organizational Directives and Administrative Instructions)
- Prepare/adapt the plans, as envisaged by the project document
- Prepare the following reports:
  - i. Inception Report
  - ii. Quarterly Reports
  - iii. Annual Reports
  - iv. Final Programme Report
  - v. Operational Closure Checklist
  - vi. Handover Report
- Maintain the following: i. Electronic Blue File; ii. Procurement, HR and Finance files as required by those practices as per UNOPS OD12.
- Ensure that all expenditure comply with UNOPS' Financial Rules and Regulations (FRR)
- Manage and remain accountable for expenditures against the budget (based on accurate financial reports), including cash flow, timely payments to contractors and personnel, UNOPS' overheads, allocable charges, and related corporate charges as they apply to the project
- Where the Project Manager has no delegation as a committing officer, s/he retains these responsibilities and will monitor and instruct/request others to carry out the relevant commitments and disbursements.

**Knowledge Management:**

- Participate in the relevant Communities of Practice
- Actively interact with other project managers and the project management community to share case studies, lessons learned and best practice on the Knowledge System
- Provide feedback to Practice Leads on policy, supporting guidance with an aim towards continuous improvement of UNOPS policies
- Complete lessons learned as per reporting format
- Incorporate lessons learned from others as per planning format

**Personnel Management:**

- Lead and motivate all project staff
- Ensure that behavioral expectations of team members are established
- Ensure that performance reviews are conducted
- Identify outstanding staff and bring them to the attention of the UNOPS Serbia Project Centre Manager
- Have a thorough understanding of UNOPS' personnel contract modalities (including ICA and staff)
- Select, recruit and train the team as required by the project plans
- Perform the Team Manager role, unless appointed to another person(s)

- Understand and apply fundamental concepts and principles of a professional discipline or technical specialty relating to the team position
- Perform project support role, unless appointed to another person or corporate/programme function
- Ensure safety and security for all personnel and comply with UNDSS standards

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.

**Core Values:**

- Understand and respect the national ownership and capacity
  - vii. Understand the principles of the Paris Declaration on aid effectiveness and mainstream them into the project plans
  - viii. Seek opportunities to recruit qualified local staff
  - ix. Look for ways to build capacity of local counterparts
- Harmonization within the UN and beyond
  - x. Understand the UN Development Assistance Framework (UNDAF) and UNOPS, the project's place in the UN system
  - xi. Know the Millennium Development Goals (MDGs) and seek to contribute within the deliverables of the project
- Service to Others
  - xii. As the project is representative of the United Nations it should be firmly rooted in the principle of service to others. This should be considered carefully in the development of project plans
- Accountability for results and the use of resources
  - xiii. The project management processes are designed to deliver maximum accountability, transparency and results. If a project or processes is not in line with this, it is the responsibility of the National Project Officer to raise the issue to a supervisor

**3. Required Selection Criteria**

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**a. Education**

- Advanced University/Master Degree in Project Management, Business Administration, International Relations, Political/Security/Development Studies, or other relevant discipline. Bachelor's degree with two additional years of relevant work experience, or in exceptional cases, a combination of education qualification with additional five years of similar experience may be considered in lieu of the Master Degree requirement
- PRINCE2 Practitioner Certification – preferred

**b. Work Experience**

- Seven years of progressive experience in project development and management, with focus on monitoring, reporting, development and coordination in either public or private sector organizations
- Demonstrated experience in working with government officials and donor representatives preferably in similar projects/programmes
- Serbian as the mother tongue, fluency in written and spoken English
- Demonstrated reporting skills

**c. Key Competencies**

- Budget management
- UNOPS Financial rules and regulations
- Knowledge management
- Monitoring and evaluation

- Project management
- Reporting
- Risk analysis
- Stakeholder management

### **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 e-mail to: [srpc.vacancies@unops.org](mailto:srpc.vacancies@unops.org) Kindly indicate the vacancy number and the post title in the subject line.

**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)