

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:	2014/UNOPS/AEMO-RSPC/VA/00088112/00090061/012
Post Title:	Programme Assistant for Competitiveness
Post Level:	L-ICA 3
Org Unit:	AEMO/RSPC/European PROGRES
Duty Station (DS):	Novi Pazar/Serbia
Duration:	Six months with possibility of extension
Start Date:	1 September 2014
Closing Date:	11 August 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, Kuršumljica 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 Rasinska District
- Aleksinac, Gadžin Han, Doljevac, Merošina and Svrlijig in the Niški District
- Babušnica, Bela Palanka in the Pirotski District
- Knjaževac in the Zaječarski 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

Under the direct supervision of the Sector Manager for Competitiveness, the Programme Assistant for Competitiveness will provide support in implementation of all activities within the Sector, while primarily focusing on the geographical area of South West Serbia.

The Programme Assistant for Competitiveness will undertake the following tasks/duties:

Stakeholder management

- Maintain relationship with development organisations and programmes, clusters, cooperatives, businesses, local self-governments and other key stakeholders in the field of competitiveness based in South West Serbia
- Provide contribution in collating and developing external reports on sector activities in South West Serbia used to inform donors and key stakeholders of trends and conditions in the Programme Area
- Provide support to Programme's communication and visibility activities

Delivery and performance

- Under the guidance of the Sector Manager and Municipal Management Associate for Competitiveness, assist in facilitating efficient and effective provision of support to local self-governments in South West Serbia in introduction of capital investments plans and programme budgeting
- Under the guidance of the Sector Manager and Municipal Management Associate for Competitiveness, provide assistance in implementation of activities related to improving registry of tax payers in South West Serbia
- Under the guidance of the Sector Manager and Municipal Management Associate for Competitiveness, assist in facilitating efficient and effective provision of technical assistance to local self-governments in South West Serbia in establishing 'One Stop Shops' (OSS) and simplifying administrative procedures for small and medium sized businesses
- Under the guidance of the Sector Manager and Municipal Management and Business Development Associates for Competitiveness, assist in establishment of public private partnership (PPP) models for exploitation of the municipally owned land or facilities in South West Serbia
- Under the guidance of the Sector Manager and Business Development Associate for Competitiveness, assist in establishment of the new small and medium enterprises (SME)

- clusters, and support existing SME clusters in South West Serbia in common market approach and internationalisation through introduction of international quality management standards
- Under the guidance of the Sector Manager and Business Development Associate for Competitiveness, assist in providing support to agricultural producers in South West Serbia in reaching common markets through establishment of cooperatives, introduction of the new production techniques, and the international standards on food safety
 - Assist in preparing the Terms of Reference for the Citizens' Satisfaction Survey in the last year of Programme implementation and provide assistance in facilitating activities of the selected contractor
 - Assist in delivery of vocational training programmes in South West Serbia according to the identified local economy needs
 - Assist with implementation of Competitiveness Sector' activities in other Programme areas, as needed

Procedures

- Assist in development, update and implementation of Programme's plans and strategies
- Contribute to identification and assessment of risks and implement mitigation measures in accordance with the risk management strategy
- Assist in production of reports as envisaged by the Programme Document
- Assist in monitoring and evaluation of performance of service providers for activities implemented under the Competitiveness Sector
- Contribute to efficient and effective use of European PROGRES and UNOPS tools for monitoring of Programme's performance, outputs and benefits
- Contribute to high national and international visibility of the European PROGRES, donors, UNOPS and the other stakeholders involved in the Programme

Knowledge management

- Participate in the relevant UNOPS Communities of Practice
- Contribute to identification and sharing of Programme's lessons learned and best practices

Personnel management

- Assist in monitoring and assessment of performance of external consultants

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.

Required Selection Criteria

a. Education

Secondary education. Bachelor's degree in economics, social sciences, engineering or development studies is an asset

b. Work Experience

- Minimum five years of relevant experience related to local self-governments and business community in the South West Serbia area, preferably with the EU or the UN, or another international organisation
- Direct experience with one or more competitiveness related activities: assistance to clusters and

cooperatives, PPP projects, capital investment planning, programme budgeting, tax payers' database, vocational trainings or other

c. Key Competencies

- Serbian as native language, fluency in English
- Demonstrates commitment to UNOPS' mission, vision and values, including cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Excellent analytical, 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
- Able to perform a variety of standard tasks related to results management, including screening and collecting of Programme/project documentation, projects data entering, preparation of revisions, filing, provision of information
- Demonstrates openness to change and ability to manage complexities
- Initiates and sustains relationships with key constituents
- Seeks and applies knowledge, information, and best practices from within and outside UNOPS
- Focuses on impact and result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude; remains calm, in control and good humoured even under pressure
- Willing to share knowledge and experience, while actively working towards continuing personal learning; coaching that strengthens internal staff and/or municipal employees and municipalities
- Builds strong relationships with clients and external actors
- Strong IT skills
- Drivers licence essential and ability to travel independently

Submission of Applications

Additional Considerations

Qualified candidates may submit their application, including a letter of interest, complete Curriculum Vitae and an updated United Nations Personal History Form (P.11) to UNOPS via e-mail to: 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

- 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