

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/00088112/00090061/010
Post Title:	Regional Programme Associate for Pčinja and Jablanica Municipalities (required knowledge of Serbian and Albanian language)
Post Level:	L-ICA 4
Org Unit:	AEMO/RSPC/European PROGRES
Duty Station (DS):	Vranje/Serbia, with extensive travel throughout the Programme Area
Secondary DS:	Niš/Serbia, with extensive travel throughout the Programme Area
Duration:	Nine 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, 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 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

Regional Programme Associate will, under the overall supervision of the National Programme Manager and direct supervision and guidance of the Regional Coordinator for South East Serbia, provide a strong contribution to successful implementation of European PROGRES in the South East Serbia, while focusing on Pčinja and Jablanica municipalities.¹ The selected candidate will have a thorough understanding of the Programme and support the Regional Coordinator for South East Serbia in managing day-to-day operations in this area. The specific duties and responsibilities include:

Stakeholder management

- Establish and cultivate relationships with local self-governments, civil society organisations, development agencies and organisations, and other key stakeholders in the Pčinja and Jablanica Districts.
- Support organisation of European PROGRES visibility events and strongly contribute to Programme's communications
- Monitor socio-economic developments in the South East Serbia and produce short reports and socio-economic analysis relevant for the Programme's intervention
- Strongly contribute to the Programme's assessments, beneficiaries' mapping reports, and briefings
- Provide translation from English and Serbian into Albanian and vice versa

Support to sectors

- Facilitate communication between the Programme sectors and beneficiaries
- Act as manager or play a strong role in implementation of particular Programme activities, in agreement with the relevant Sector Manager, the Regional Coordinator for the South East Serbia and the National Programme Manager
- Provide support to the Programme sectors in implementation of selected activities in the South East Serbia, as per request by the Sector Managers, and in agreement with the Regional Coordinator for South East Serbia
- Provide support in implementation of activities related to organisation of Serbian language classes for the Albanian community
- Provide support in implementation of activities related to improvement of conditions and management of local cultural institutions in multi ethnic municipalities
- Provide assistance for implementation of good governance, gender equality and Citizens Involvement Fund activities

¹The selected candidate will not be responsible for Programme activities in all municipalities in Jablanica and Pčinja Districts. The precise area responsibility will be defined during early phase of candidate's engagement.

Technical assistance

- Provide technical assistance to the local self-governments in development of applications for infrastructure projects.
- Provide assistance to beneficiaries in identification and development of projects and initiatives in the fields of social inclusion and competitiveness
- Facilitate establishment of and provide technical assistance to projects' implementation and monitoring teams and structures

Programme governance

- Assist in the development and update of Programme's strategies and plans, while in particular striving to ensure there is effective coordination among sector activities
- Provide support in identification and assessment of the risks to the Programme, and participate in planning and implementation of mitigation measures
- Contribute to monitoring of the Programme's actions, outputs outcomes and benefits
- Assist in identification of issues that need attention and suggest measures for re-alignment
- Contribute to identification and sharing of Programme's lessons learned and best practices
- Contribute to professional functioning of Vranje Office, including functionality of the office space and respect of work procedures, as per agreement with the Regional Coordinator for South East Serbia

Support incorporation of good governance, human rights and gender equality concepts and principles and the best practices into the activities in accordance with the Programme objectives and methodology

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 social sciences, development studies or other relevant field is an asset

b. Work Experience

- Minimum seven years of work experience with international organisations and/or international NGOs, including management of project activities and people, regional development
- Knowledge of the regional socio-economic development issues
- Demonstrated knowledge of and experience in project/programme management

c. Key Competencies

- Fluency in English, Serbian and Albanian
- 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
- Excellent people management 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 openness to change and ability to manage complexities
- Initiates and sustains relationships with the 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