

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/00090845/005
Post Title: Communications Consultant
Post Level: L-ICA 5
Org Unit: AEMO/RSPC/ Serbia Floods Rehabilitation Support
Duty Station: Belgrade/Serbia with frequent travel to flood affected areas
Duration: Maximum 60 work days in period of one year
Start Date: Immediate
Closing Date: 7 August 2014

1. Project(s) Background

“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

2. Purpose and Scope of Assignment

The Communications Consultant will be responsible for provision of expert support to the Project Manager and the project Communications Manager in preparation and finalization of communication documents, reports, briefing documents, press releases, texts for website, project success stories and other publicity material.

He/she will provide support to the Government's Office for Flood Affected Areas to prepare the Communications Strategy and to support its capacity development in the field of communications.

The Communications Consultant will also provide communications support to all organizations implementing the same scope of activities in different municipalities (ASB, DRC, HELP and the Housing Centre).

Most of the materials will be prepared in English, while a certain number of documents will be in Serbian language.

The Communications Consultant will undertake the following tasks/duties:

- Play a leading role in development of the Communications Strategy for the project that will identify specific and measurable goals, opportunities and tools for the promotion of the project actions, results and impact
- Play a leading role in development of the Communications Strategy for the Government of Serbia's Office for Flood Affected Areas
- Play a leading role in capacity building of the Government of Serbia's Office for Flood Affected Areas in the field of communications
- Provide assistance in drafting and editing reports for donors
- Provide assistance in drafting reports on political and socio-economic trends and conditions in Serbia with the focus on specific project areas of responsibility
- Provide assistance in drafting background analysis and/or briefing documents as requested
- Prepare other texts and reports as requested
- Provide assistance in drafting and finalizing texts for website, project success stories and other publicity material
- Edit and proofread project publications, media and other communications materials
- Ensure full compliance of project communications activities with donors' guidelines and requirements
- Participate in the organisation of donors'/VIP visits

- Provide qualitative and quantitative analysis of project's media monitoring, for both internal and external use
- Actively contribute to update of a website set up by the DEU for the flood relief assistance project
- Participate in organisation of press conferences/public events to raise awareness on project actions, results and impacts
- Provide communication support for organisation of trainings, workshops and other events
- Draft Terms of Reference for communications' and other needed consultants

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.

3. Required Selection Criteria

a. Education

- Bachelor degree in communications, journalism, public relations, international relations or a related field, or in exceptional cases a combination of educational qualification with additional three years of similar experience.

b. Work Experience

- Minimum two years of relevant work experience in communications, public relations, media or journalism
- Proven understanding of good governance, human rights and minority issues, municipal management and infrastructure development
- Proven understanding of socio-economic situation and developmental challenges in Serbia
- Computer literacy: MS Office, Internet
- Experience with international organizations is desirable but not mandatory
- Serbian as a mother tongue and high proficiency in written and spoken English language
- Ability to work independently

c. Key Competencies

- Demonstrates commitment to UNOPS' mission, vision and values
- Displays cultural, gender, religion, race, and nationality sensitivity and adaptability
- Formulates written information clearly and persuasively
- Excellent analytical, organizational and inter-personal skills
- Public speaking clear and focused, with ability to effectively communicate complex ideas to a non-specialist audience
- Consistently approaches work with energy and a positive, constructive attitude; remains calm and in control even under pressure
- Builds strong relationships with staff and external contacts
- Accountability for management of time and respect of professional standards
- Demonstrates openness to change and ability to manage complexities
- Focuses on result and responds positively to feedback
- Willing to share knowledge and experience
- 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, updated United Nations Personal History Form (P.11) and copy of licences in possession 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.

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