

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-004  
**Post Title:** Procurement Associate – 2 positions  
**Post Level:** L-ICA 4  
**Org Unit:** AEMO/RSPC/ “Livelihood Enhancement for the Most Vulnerable Roma Families in Belgrade” and “Serbia Floods Rehabilitation Support” Projects  
**Duty Station:** Belgrade/Serbia  
**Duration:** One year with possibility of extension  
**Start Date:** September 2014  
**Closing Date:** 30 July 2014

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

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The United Nations Office for Project Services (UNOPS) is active in over 100 countries worldwide, in various stages of conflict, post conflict and development environment. It is the United Nations (UN's) central resource for sustainable project management, sustainable infrastructure and sustainable procurement with an emphasis of capacity building as outlined in UNOPS Strategic Plan 2014-2017.

Through a wide variety of worldwide tested best practices, UNOPS has the ability to customize methodologies and implement different development programmes in accordance with the local and national structures. It uses flexible, reliable and well tested procedures and has world class financial and administrative practices.

UNOPS provides strong administrative and financial services and leads both the UN system and most international organizations in ensuring transparency and in management and oversight policies, all beneficial to local and national institutions. It is ISO 9001 and Chartered Institute of Purchasing and Supply (CIPS) certified and is an active member of the International Aid Transparency Initiative (IATI) which makes information about aid spending easier to find, compare and to use; it introduced international accounting standards (IPSAS); and it has project managers and key staff who are all required to be certified in Projects in a Controlled Environment - PRINCE 2.

UNOPS established the Serbia Project Centre (UNOPS Serbia) in Belgrade in April 2013, with a mandate to act as a service provider to its partners - the Government, the Government institutions, local self-governments, regional development agencies and civil society organizations – and support them to expand their own capacities and outreach.

**“The Livelihood Enhancement for the Most Vulnerable Roma Families in Belgrade”** project is a part of a wider programme implemented by the Government of Serbia - Supporting access to rights, employment and livelihood enhancement of refugees and internally displaced persons (IDPs) in Serbia – funded by the European Union (EU). Specifically, its activities are aimed at improving the living conditions for refugee and internally displaced persons’ (IDP) families, including support to durable and adequate housing solutions for up to 200 Roma families evicted from the informal settlements in Belgrade.

The project is in line with the City of Belgrade Action Plan for the Resettlement of the Residents of Makiš, Resnik, Jabučki Rit and Kijevo Container Settlements (RAP), which was developed with the support of the Organisation for Security and Cooperation in Europe (OSCE) and adopted by the City authorities in February 2013. It contributes to achievement of the RAP Objectives and tests possible models for durable

housing solutions in order to set standards for future support to Roma families. The beneficiary families, men, women and children can choose to live in the social housing units, village housing or in the reconstructed private property, in line with their preferences.

Durable housing solutions will be developed jointly with the City of Belgrade as the lead partner, with the active participation of the affected communities guaranteeing full respect for their human rights. Additional focus will be on protecting women and children's equal entitlements to adequate housing.

The project also aims at establishing resettlement procedures and processes that are fully in line with the international human rights standards. In order to achieve the full success, the construction of new houses for the Roma will be complemented with a multi-sector approach to grant the beneficiaries access to citizenships services: health, education, social protection and employment as well as equal access to justice and human rights protection. Although this project is not responsible exclusively for achieving all the above entitlements, it will actively cooperate with all project partners to ensure the social housing component complies with international norms in the Serbian context and contributes to the overall success of these wider initiatives.

The project is fully in line with the international human rights law, and the United Nations (UN) criteria of the right to adequate standards of living and the right to adequate housing, while it also follows the Serbia national strategic documents, EU membership criteria and pledges within the Decade of Roma Inclusion.

**“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 other 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 Obrenovac and Krupanj to restore their living conditions through repair of private dwellings, and throughout the whole flood-affected region to establish normal functioning of kindergartens, schools, medical centres and other public institutions of primary importance, as well as to enhance the capacities of the Government of Serbia's Office for Flood Affected Areas Assistance and Recovery in management and monitoring of sanitation efforts.

The project will deliver six results:

- Result 1: Housing solutions provided for up to 370 families in Obrenovac and Krupanj through reparation or reconstruction of damaged private houses, or provision of prefabricated houses, and reparation of facilities for small businesses, respecting human rights standards and non-discrimination principle of good governance
- Result 2: Working conditions restored to normal functioning in 30 kindergartens, schools, medical centres and other public buildings in the municipalities affected by the floods
- Result 3: Normalised transport of goods and people between Krupanj and Loznica through Korenita and Krst
- Result 4: 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 5: Reduced risk of spreading infective diseases through reduction of mosquitoes population in the areas affected by the floods
- Result 6: The project results communicated to the 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 FAAAR Office, 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 guidance and supervision of Procurement Officer, the Procurement Associate provides procurement and administrative support to the Procurement Unit in the acquisition of goods and services ensuring high quality and accuracy of work.

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

In particular, the Procurement Associate is responsible to:

- Review placed Requisition Orders so to ensure completeness, accuracy and follow up on specificities and requirements of requested goods and/or services with the initiating unit;
- Conduct market research in order to obtain information on competitive market conditions and trends, and identify possible suppliers for requisitioned items;
- Prepare and conduct requests for quotation (RFQs) and shopping processes, collect and evaluate quotations, negotiate contract particularities and prepare documentation for authorization of procurement contracts in full compliance with the UNOPS procurement and financial rules and regulations;
- Assist in preparation of purchase orders and contracts in and outside Atlas;
- Correspond with vendors regarding product availability and delivery;
- Procure goods and services at the best value, ensuring reliability of sources, anticipating problems and taking timely and appropriate decisions to ensure objectives are met;
- Receive, inspect and verify all purchased goods and schedule deliveries to end users;
- Handle and manage eventual claims with vendors;
- Perform Byer Profile related activities in Atlas;
- Prepare payment documentation and liaise with Finance Unit for any required data pertaining to the procurement process;
- As and when required, provide assistance in management of invitations to bid (ITB) and request for proposals (RFP) procurement processes;
- Assist in the process of grant award, monitoring and implementation of grants for the programme;
- Maintain and regularly update contracts, procurement and administrative hard copies and electronic data bases and ensure auditable trail on all purchases;
- Maintain and regularly update roster of suppliers;
- Maintain database and organize procedure for tax exemption;
- Contribute to the implementation of internal control systems, report any identified weaknesses and suggest remedial action(s).

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

At the request of RSPC Manager and as may be reasonably required, provide support to RSPC activities in line with the scope of services above in order to further the common objectives of RSPC and its project Donors.

### **Required Selection Criteria**

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#### **a. Education**

- Secondary education, preferably in Business or Public Administration, Procurement and Supply Chain Management, Finance, Economy or related field
- Bachelor's degree an asset
- Knowledge of UNOPS and EU rules and procedures would be an asset

#### **b. Work Experience**

- Seven years of relevant experience in procurement and supply chain management and administrative support services
- Experience with UN common system procurement tools and resources will be considered an asset
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and knowledge of automated procurement systems, experience in handling of web based management systems

### **5. Key Competencies**

- Serbian as native language, fluency in English
- Promotes ethics and integrity
- Sound judgment and fair decision making
- 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.
- Remains calm, in control and good humored even under pressure.

### **Submission of Applications**

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#### **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](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)