

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/00088112/00090061/006

**Post Title:** Spatial Planner

**Post Level:** L-ICA 4

**Org Unit:** AEMO/RSPC/European PROGRES

**Duty Station:** Prokuplje temporary, Nis permanent, with extensive travel throughout AoR

**Duration:** One year with possibility of extension

**Start Date:** September 2014

**Closing Date:** 27 July 2014

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

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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 favorable 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 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.

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, Kuršumlja 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 Rasinska District
- Aleksinac, Gadžin Han, Doljevac, Merošina and Svrlijig in Niški District
- Babušnica, Bela Palanka in Pirotski District
- Knjaževac in 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**

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### **2. Purpose and Scope of Assignment**

Under the direct supervision of the Sector Manager for Infrastructure, the Spatial Planner will hold overall responsibility for the implementation of the infrastructure projects related to municipal geo spatial data and spatial/urban planning. He/she will be assisting municipalities in setting up urban planning conditions for infrastructure development, in identification, development and management of projects in this field, while observing and/or applying the Programme's cross-cutting aspects' guidelines and practices for Good Governance, Gender Equality and Social Inclusion, within formulation and implementation of the projects.

The Spatial Planner will undertake the following tasks/duties:

#### **2.1. Assist municipalities in setting up urban planning conditions for infrastructure development**

- Assist all European PROGRES municipalities to digitalise and/or update their geo-spatial data
- Manage and guide municipal stakeholders to improve knowledge in updating and maintaining the geo-spatial data base
- Closely cooperate with the national and local offices of the Republic Geodetic Authority, especially with the Sector for Geodetic Works, Sector for Cadastre and Sector for IT
- Support all European PROGRES municipalities in development of higher level planning documents if those documents are missing, including Municipal Spatial Plans, Spatial Plans for Protected Areas, and General Regulation Plans
- Support all European PROGRES municipalities in development of Detailed Regulation Plans for free construction land within their urban areas.

#### **2.2. Manage grants (programmatic, financial and administrative aspect) for implementation of selected projects**

- Cooperate closely with the municipal administrations/institutions and coordinate Programme activities
- Cooperate and coordinate closely with engineers on the Programme
- Manage engineering technical experts, service providers and contractors contracted by the Programme
- Plan and correlate good governance and sustainability activities of the within the project with good governance team.

#### **2.3. General duties**

- Contribute to development, update and implementation of Programme's plans and strategies, while in particular striving to ensure there is effective coordination and synergies among activities
- Under supervision and guidance of the Sector Manager, contribute to efficient and effective management of Infrastructure Sector budget
- Contribute to identification and assessment of risks and implement mitigation measures in accordance with the risk management strategy
- Draft reports as envisaged by the Programme Document
- Monitor and report on the progress of activities against the Logical Framework Matrix indicators
- Contribute to efficient and effective use of European PROGRES and UNOPS tools for monitoring

- of Programme's performance, outputs and benefits
- Provide contribution in collating and developing external reports on infrastructure/spatial and urban planning development used to inform donors and key stakeholders of trends and conditions in the Programme Area
- Provide support to Programme's communication and visibility activities
- Participate in the relevant UNOPS Communities of Practice
- Contribute to identification and sharing of Programme's lessons learned and best practices

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**

- Bachelor's degree/Professional license in spatial planning (Faculty of Geography)

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

- Seven years of relevant progressive experience preferably with EU or UN, or another international organisation.
- In depth knowledge of Serbian Building Code, cadastral and related laws
- Direct experience in managing infrastructure contracts
- Direct experience in developing and managing complex ToRs
- Experience in supervision of inter-disciplinary consultancies
- Direct experience in working with Local Government

#### **5. Key Competencies**

- Serbian as native language, fluency in English both written and spoken is an asset
- 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 with little background in labour market economics
- Formulates written information clearly and persuasively
- Accountability for management of time, establishing clear performance goals, standards, & 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
- Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems
- 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 and in control 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**

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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)