

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/00088112/00090061/005

Post Title: Programme Associate for Municipal Management

Post Level: L-ICA 4

Org Unit: AEMO/RSPC/European PROGRES

Duty Station: Prokuplje temporary, Nis permanent

Duration: One year with possibility of extension

Start Date: September 2014

Closing Date: 27 July 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 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

2. Purpose and Scope of Assignment

Under the direct supervision of the Sector Manager for Competitiveness, the Programme Associate for Municipal Management will hold responsibility for the successful implementation of activities influencing municipal management, focusing on increasing competitiveness of local self-governments, while observing, following 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 programme activities.

The Programme Associate for Municipal Management will undertake the following tasks/duties:

Stakeholder management

- Maintain relationship with the local self-governments, development organisations and programmes, other key stakeholders in the field of competitiveness.
- Provide contribution in collating and developing external reports on municipal management within the sector used to inform donors and key stakeholders of trends and conditions in the Programme Area
- Represent the Programme, when appropriate
- Provide support to Programme's communication and visibility activities

Delivery and performance

- Under the Sector Manager's guidance, facilitate efficient and effective provision of support to local self-governments in introduction of capital investments plans and programme budgeting
- Under the Sector Manager's guidance, provide assistance in design and implementation of activities related to improving registry of tax payers
- Under the Sector Manager's guidance, facilitate efficient and effective provision of technical assistance to local self-governments in establishing 'One Stop Shops' (OSS) and simplifying administrative procedures for small and medium sized businesses
- Assist in preparing the Terms of Reference for the Citizens' Satisfaction Survey in the last year of Programme implementation and provide assistance in management of the selected contractor
- Assist with implementation of other Competitiveness Sector' municipal management activities, including providing assistance to the small and medium enterprises (SME) clusters and cooperatives, assist in development and delivery of vocational training programmes, as well as providing extensive assistance for establishment of public private partnership models for exploitation of the municipally owned land or facilities

Procedures

- Contribute to development, update and implementation of Programme's plans and strategies, while in particular ensuring there is effective coordination and synergies among sector activities
- In cooperation with European PROGRES' operations team and the Sector Manager, contribute to efficient and effective management of budget for Municipal Management activities of the Competitiveness Sector
- 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
- Monitor and evaluate performance of service providers under the Municipal Management activities of 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
- Assist in providing feedback to the Practice Leads on policy, supporting guidance with an aim towards continuous improvement of UNOPS' policies

Personnel management

- Closely monitor and assess 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 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

a. Education

- Secondary education. Bachelor's degree in economics, social sciences, engineering or development studies is an asset
- PRINCE 2 Certification would be an asset

b. Work Experience

- Seven years of relevant progressive experience preferably with the EU or the UN, or another international organisation
- Direct experience with competitiveness related activities is essential
- Experience in project management and strategic planning
- Experience in supervision of consultants
- Direct experience of working with local government in Serbia essential especially in the areas of planning, management and service provision

5. 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