

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/00088112/003

Post Title: Administrative Assistant

Post Level: L-ICA 3

Org Unit: AEMO/RSPC/European PROGRES

Duty Station: Belgrade, Serbia

Duration: One year with possibility of extension

Start Date: July 2014

Closing Date: 4 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, 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 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 supervision of Operations Manager and guidance of Programme Sector Managers, the Administrative Assistant provides a range of administrative services supporting Programme Sectors in effective implementation of European PROGRES Programme.

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

In particular, the Administrative Assistant will perform following tasks:

- Under the guidance of Sector Managers create Requisition Orders for Programme related activities ensuring that specificities and requirements of requested goods and/or services are complete and relevant;
- Create Purchase Orders (POs) for Programme contracts and grants, liaise with programme personnel and procurement unit on services rendered and goods procured so to timely register receipts;
- As and when required, provide assistance to Procurement Unit in receiving and inspecting of programme related purchases of goods and services;
- Prepare payment documentation ensuring full compliance with the financial rules and regulations and liaise with the Finance Unit for any required data pertaining to the payment;
- Establish Programme contracts and grants tracking plan to ensure access to current status and conformity with set schedules and terms of the contract;
- Notify Sector Managers on contracts/grants extension and payment requirements;
- Create and/or update Vendor profiles for Programme contracts and grants;
- Maintain Tax Exemption database; prepare and ensure timely submissions for VAT exemptions for UNOPS Serbia;
- Maintain filing system for performed activities ensuring clear and auditable trail;
- Provide support in establishment and maintenance of status accounts for configuration items;
- Provide support in maintenance or Programme sectors' archives;
- Assist in development of Programme reports, as appropriate;
- Perform Byer Profile related activities in Atlas.

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, preferably in Business or Public Administration, 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

- Five years of relevant experience in administrative support services
- 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

- 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

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