

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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<b>Vacancy code:</b>	VA/2015/B5109/6747
<b>Post Title:</b>	Pool of On-Call Reporting and Writing Specialists – 2 positions
<b>Post Level:</b>	Local ICA, Level 8 – Retainer based position
<b>Org Unit:</b>	UNOPS/AEMO/RSPC
<b>Duty Station (DS):</b>	Home-based with travel within Programme Area as needed
<b>Duration:</b>	1 year, renewable Up to 240 w/days in period of 1 year
<b>Closing Date:</b>	27 February 2015

### 1. General Background

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The United Nations Office for Project Services (UNOPS) mission is to serve people in need by expanding the ability of the United Nations, governments and other partners to manage projects, infrastructure, and procurement in a sustainable and efficient manner. UNOPS provides its partners with advisory, implementation and transactional services and its focus is always on developing national capacity.

In Serbia, UNOPS has been active since 2000, while it established the Serbia Project Centre (RSPC) in 2013. We use local contractors, and at the same time set the international standards, engaging our beneficiaries, which in turn contributes to enhancing their skills. UNOPS Serbia has been a reliable partner of the Government of the Republic of Serbia in providing support for demanding socio-economic reforms, and facilitation of European integrations. All UNOPS Serbia projects promote human rights protection, good governance and gender equality.

At the beginning of 2015, UNOPS Serbia implemented several large programmes and projects:

- Serbia Floods Rehabilitation and Prevention Support, funded by the European Union, the Kingdom of Norway, the French Ministry of Foreign Affairs and the Government of Canada, to support the citizens of the municipalities affected by May 2014 floods to restore their living conditions, by rehabilitation of private dwellings, establishing normal functioning of public institutions of primary importance, reconstruction of river embankments, water, sewer and telecommunication networks, as well as enhancing the capacities of the Government of Serbia's Office for Flood Affected Areas Assistance and Recovery in management and monitoring of salvation efforts.  
[http://europa.rs/en/eu\\_assistance\\_to\\_serbia/Floods2014-EUassistance.html](http://europa.rs/en/eu_assistance_to_serbia/Floods2014-EUassistance.html)
- European PROGRES - funded by the European Union and the Swiss Government, with the co-funding from the Government of Serbia, contributes to sustainable development of 34 municipalities in the South East and South West Serbia through improved coordination between the national and local authorities, more favourable environment for employability, business and infrastructure growth, and enhanced good governance and social inclusion.  
<http://www.europeanprogres.org/>
- Livelihood Enhancement for the Most Vulnerable Roma Families in Belgrade, funded by the European Union, which will provide durable housing solutions for up to 170 Roma families from Belgrade and establish resettlement procedures and processes that are fully in line with the international human rights standards.  
<http://www.sagradimodom.org/>
- The Integrated Health Information System (EU IHIS), funded by the European Union, which improves public health services by implementation of hospital information systems (HIS) in 19

selected hospitals throughout Serbia and provision of lifelong electronic health records (EHR) to patients, thus harmonising the healthcare with the EU norms and standards.

[http://www.eu-ihis.rs/index\\_EN.html](http://www.eu-ihis.rs/index_EN.html)

- Improving Human Security for Vulnerable Communities in Southwest Serbia, a one-UN project, funded by the United Nations Trust Fund for Human Security, to create jobs for the most vulnerable population through establishing a recycling centre, and to re-open the health station in Novi Pazar Blaževo settlement, thus securing access to public and social services, promoting community cohesion and strengthening human security in the Southwest Serbia.  
<https://docs.unocha.org/sites/dms/HSU/Outreach/Serbia/SERBIA%20091%20Final%20Template.pdf>
- Strengthening Social Cohesion in the Labour Market through Support to Disadvantaged and Vulnerable Groups, funded by the European Union, which supports sustainable employment and access to services of marginalized groups in Serbia through coordination between local and national institutions. The project will create income generation and employment opportunities, improve access to primary health care, occupational health safety, social welfare, education, human rights and justice.

## **Duties and Responsibilities**

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

The On-call Reporting and Writing Specialist will be responsible for the specialist support to UNOPS Serbia Project Centre, its projects and programmes in preparation and finalisation of:

- Reports (monthly, quarterly, annual and final) and monitoring reports, based on the projects and programmes' documents, logical framework matrices and other baseline documents and studies
- Analyses of political, socio and economic trends
- Press announcements, press releases and stories for the websites
- Briefings
- Speeches
- Project proposals

The selected candidate will also **ensure adequate quality** of the written materials, in particular:

- Editing and proofreading of the publications, media materials, and reports, and rectifying any errors in the texts, making sure the correct grammar and spelling is used, following UK English language, and Harvard referencing style
- Ensuring the text is well written and logically structured, in the right style for the target audience
- Checking of the facts and raising any related concerns to the author
- Look out for any potential legal problems (slandorous statements, copyright violation, and similar) and alert the relevant UNOPS contact person
- Formatting of the document, consistent use of fonts, line spacing and paragraphs.

Other duties may include:

- Field visits, to document implementation of project activities with the 'communications lens' to ensure visibility and sharing of the best practices
- Assistance in the development of tools for promotion of the RSPC and relevant programmes/projects, their results and impact
- Support in preparation of communications and advocacy strategies
- Participation in UNOPS RSPC' workshops and trainings related to communications/writing, facilitation of internal meetings, and contribution to learning.

## **Required Selection Criteria**

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### **a. Education**

- Bachelor's degree in communications or public/media relations, journalism, international relations or a related field

**b. Work Experience**

- Minimum six years of relevant work experience in communications, public relations, media or journalism
- Experience with the UN or other international organisations is desirable but not mandatory

**c. Skills**

- Proven understanding of good governance, human rights and minority issues, municipal management and infrastructure development
- Substantial knowledge of socio-economic development in the county
- Computer literacy: MS Office, Internet
- Valid driving licence

**d. Key Competencies**

- Fluency in Serbian and English
- Ability to work independently
- Ability to perform and produce high quality products under short deadlines
- Formulates written information clearly and persuasively
- Excellent organizational and inter-personal skills
- Attention to detail
- Consistently approaches work with energy and a positive, constructive attitude; remains calm and in control even under pressure
- Demonstrates commitment to UNOPS' mission, vision and values
- Displays cultural, gender, religion, race, and nationality sensitivity and adaptability
- Builds strong relationships with UNOPS RSPC personnel and external contacts
- Demonstrates openness to change and ability to manage complexities
- Focuses on result and responds positively to feedback
- Willing to share knowledge and experience
- Treats all people fairly without favourism

**Submission of Applications**

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Qualified candidates may submit their application, including a letter of interest, Curriculum Vitae and updated United Nations Personal History Form (P.11) to UNOPS via UNOPS Global Personnel Recruitment System at following link:

<https://gprs.unops.org/pages/viewvacancy/VADetails.aspx?id=6747>

**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.
- The incumbent is responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.

It is the policy of UNOPS to conduct background checks on all potential recruits/interns. Recruitment/internship in UNOPS is contingent on the results of such checks.

For more information on UNOPS, please visit the UNOPS website at [www.unops.org](http://www.unops.org)