

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: | VA/2015/B5109/6748 |
| Post Title: | Infrastructure Advisor |
| Post Level: | L-ICA 10 |
| Org Unit: | AEMO/RSPC |
| Duty Station (DS): | Belgrade/Serbia, with extensive travel throughout the country |
| Duration: | 1 year, renewable |
| Closing Date: | 16 February 2015 |

1. General Background

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
- 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

- 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

2. Purpose and Scope of Assignment

Under the direct supervision of the RSPC Manager, the Infrastructure Advisor will hold the overall responsibility for the successful identification, preparation, implementation, monitoring and evaluation of all RSPC activities related to the infrastructure. In this process, all aspects of project management will be respected.

The Infrastructure Advisor will undertake the following tasks/duties:

Stakeholder management

- Establish and cultivate relationship with the line ministries and governmental bodies, local self-governments, development organisations and programmes, public utility companies and public enterprises, professional associations and other key stakeholders in the field of infrastructure planning and development
- Provide contribution in collating and developing external reports and developments used to inform donors and the key stakeholders of trends and conditions in the infrastructure sector
- Represent the RSPC, when appropriate
- Provide support to the RSPC communication and visibility activities.

Delivery and performance

- Define criteria for the selection of the infrastructure sector projects for technical and/or financial support
- Provide technical and advisory support to the European Integration Office of the Government of the Republic of Serbia (SEIO) and the Department for Contracting and Financing EU Funded Programmes (CFCU), Public Enterprise Serbia Roads, Public Enterprise Serbia Waters, and other relevant national/local partners and beneficiaries, for the development of documentation for open calls for infrastructure projects
- Provide technical and advisory support to the RSPC national/local partners for the implementation of infrastructure projects
- Facilitate dialogue and cooperation between municipalities and relevant ministries, regional development agencies, donors, and other programmes and stakeholders in order to help them to identify common projects and funding mechanisms and establish partnerships
- Support activities related to the RSPC open calls for preparation of technical and planning documentation and tender packages for inter-municipal and local economic/social infrastructure projects (including developing of Terms of Reference, training sessions on project preparations,

organisation of promotional events, answering queries and assistance to applicants to identify project partners, closing the tender and assessment of applicants, awarding of contracts, monitoring, completion of projects and transfer of final payments and provision of reports with lessons learnt and recommendations)

- Other technical support to RSPC/European PROGRES on engineering issues, with particular attention on coordinating activities with other sectors
- Coordinate infrastructure activities with the RSPC staff
- Advise and support RSPC projects on all issues related to infrastructure components and contract management
- Advise and support RSPC Operations on all contractual issues arising from the terms and conditions of International Federation of Consulting Engineers (FIDIC) contracts
- Advise and support RSPC projects' technical staff in complying with UNOPS' internal rules for sustainable infrastructure projects regarding technical designs and procurement
- Advise and support RSPC business acquisition unit in preparation of project proposals, in sections related to infrastructure
- Ensure sustainability issues have been addressed in preparation of all documents related to infrastructure

Procedures

- Contribute to development, update and implementation of RSPC projects' work plans and strategies, while in particular ensuring there is effective coordination and synergies among activities
- Actively work with the Operations Unit on development and implementation of financial, procurement and human resources plans, and ensure compliance with the organisational directives and administrative instructions
- Efficiently and effectively manage budget for Infrastructure Sector activities of European PROGRES and ensure realisation of targeted financial delivery
- Contribute to identification and assessment of risks and implement mitigation measures in accordance with the risk management strategies of the RSPC projects
- Support production of RSPC reports related to infrastructure activities and lead in drafting the reports stipulated by the European PROGRES' contract
- Manage and review quality of outputs of the staff working on the infrastructure projects in European PROGRES
- Monitor and evaluate performance of service providers
- Contribute to efficient and effective use of UNOPS' tools for monitoring of performance, outputs and benefits
- Contribute to high national and international visibility of the RSPC and its projects, donors, and the other stakeholders

Knowledge management

- Participate in the relevant UNOPS' Communities of Practice
- Contribute to identification and sharing of lessons learned and best practices within the infrastructure sector
- Contribute to preparation of the RSPC publications related to the infrastructure sector
- Provide feedback to the Practice Leads on policy, supporting guidance with an aim towards continuous improvement of UNOPS' policies

Personnel management

- Lead and motivate the Infrastructure Sector staff in European PROGRES and ensure they respect professional standards of conduct
- Ensure good quality conduct of full appraisal cycle, completion of mandatory courses and encourage staff continuous learning and development
- Closely monitor and assess performance of RSPC external consultants
- Support RSPC staff development through mentoring

Ensure incorporation of good governance, human rights and gender equality concepts, principles and best practices into the infrastructure activities in accordance with the RSPC objectives and methodology.

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 the RSPC activities in line with the scope of the services of this ToR, in order to promote the common objectives of the RSPC and donors of its projects.

Required Selection Criteria

a. Education

- Master Degree or Bachelor's Degree plus two additional years of relevant experience in civil engineering or related discipline

b. Certification

- Engineering License is required
- PRINCE2 Foundation is an asset

c. Work Experience

- Five years of relevant progressive experience in civil engineering or related discipline, preferably with the EU or the UN, or another international organisation is required
- In depth knowledge of Serbian building code, and infrastructure and planning related laws is required
- Experience in managing large infrastructure projects and of managing complex contracts is required
- Experience in developing and managing complex ToRs
- Experience in supervision of inter-disciplinary consultancies
- Experience in working with local governments and Ministries

d. 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 focussed, 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 project documentation, projects' data entering, revisions, filing, provision of information
- Ability to provide input to business processes regarding engineering, implementation of new system, including new IT based systems
- Demonstrates openness to change and ability to manage complexities
- Initiates and sustains relationships with the key constituents

- Seeks and applies knowledge, information, and the 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 RSPC counterparts' employees
- Builds strong relationships with clients and external actors
- Strong IT skills
- Drivers licence essential and ability to travel independently

Submission of Applications

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=6748>

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.
- 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