

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: VA/2015/B5109/6904
Post Title: On-call Junior Project Assistant
Post Level: L-ICA 4
Org Unit: AEMO/RSPC/Strengthening Social Cohesion in the Labour Market through Support to Disadvantaged and Vulnerable Groups Project
Duty Station (DS): Belgrade/Serbia
Duration: Up to 60 working days in period of one year
Closing Date: 5 March 2015

1. Project(s) Background

“Strengthening Social Cohesion in the Labour Market through Support to Disadvantaged and Vulnerable Groups” Project, funded by the European Union (DEU), will provide innovative employment solutions for populations excluded from the formal labour market, and assist these persons in obtaining identity cards and their full enjoyment of citizenship rights.

The project is to deliver four results:

Result 1.1 Income Generation and Employment –Establishment of SWIFT recycling centres to be integrated into the Serbia waste management system, or support establishment of public – private partnership between the City of Belgrade and private recycling operator in order to secure sustainability and better market approach of the recycling centre

Result 1.2 Social Mobilisation, Capacity Development and Access to Services – Improved access to services, notably primary health care, occupational health safety, social welfare, education, human rights and justice and awareness of employment opportunities among the project beneficiaries.

Result 2.1 Consensus Building - Common agreement achieved with stakeholders in the waste management sector for the inclusion of informal waste collectors into the Ministry of Agriculture and Environmental Protection management system development plans.

Result 2.2 Action Plan Development - An action plan developed which will focus on broadening the scope of eligible activities for inclusion of informal waste collectors, defining of new alliances, methods and instruments for inclusion of the informal collectors and exploration of other income generation financing possibilities.

The direct beneficiaries of the Project are:

- The most marginalised and vulnerable populations in Belgrade, primarily Roma men and women who are the beneficiaries of the EU funded Livelihood Enhancement for the Most Vulnerable Roma Families in Belgrade project, who have been affected by the resettlement actions in the City of Belgrade
- The members of the host communities where the beneficiaries of the Livelihood Enhancement for the Most Vulnerable Roma Families in Belgrade will be relocated
- People identified for income generation support and those from the National Employment Service (NES) and Belgrade Centre for Social Entrepreneurship (CSE) records who qualify for vocational training, job placement and active labour market measures
- Those working in the informal waste management sector by partnering with the Roma non-governmental organisations (NGOs) and through piloting of Roma labour schemes with NGOs
- Roma NGOs operating in the City of Belgrade.

The implementation of the Project is managed by the United Nations Office for Project Services (UNOPS), while some specific activities will be carried out by partner UN Agencies: United Nations Entity for Gender Equality and the Empowerment of Women (UN Women), UN Office of High Commissioner for Human Rights (OHCHR), International Labour Organisation (ILO) and International Organisation for Migration (IOM) with the support of the UN Resident Coordinator Office in Serbia.

This Project is a part of wider Government's efforts to improve the overall economic and social livelihood of marginalised communities. As the full participation of women and minorities, as well as the application of human rights standards is a prerequisite for a long-term socio-economic development and creation of Good Governance on local and national level, this project, as all other projects implemented by UNOPS RSPC, mainstreams Gender Equality, Human Rights and Good Government principles as cross-cutting through all envisaged activities.

Duties and Responsibilities

2. Purpose and Scope of Assignment

Under the overall guidance of the National Project Officer, the On-call Junior Project Assistant will undertake the following general tasks/duties:

- Provide technical, logistic and administrative support to the Project team in all Project activities;
- Assist in maintaining of filing system of the Project;
- Prepare minutes of attended meetings with the Project stakeholders as appropriate;
- Assist in preparing reports and updates of the Project files;
- Assist in the organisation of seminars, workshops and training activities;
- Provide administrative support and coordination for the activities related to the Call for Proposals for Roma non-governmental organisations;
- Provide support for the Project communication and visibility activities;
- Perform other duties as may be reasonably required and in line with the incumbent's scope of services above.

Required Selection Criteria

a. Education

- Secondary School education

b. Work Experience

- A minimum of four years of professional experience in administrative assistance for project implementation preferably in a civil service, NGO, or international organisation environment. The work experience in the United Nations System or the European Union - funded projects would be an asset.

c. Key Competencies

- Serbian as native language proficiency in English
- Proven networking and communications skills
- Demonstrates commitment to UNOPS' mission, vision and values, including cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Analytical, organisational and inter-personal skills
- Accountability for management of time, establishing clear performance goals, standards, and responsibilities
- Focuses on impact and result for the client and responds positively to feedback
- Builds good working relationships with clients and external actors
- Strong IT skills

Submission of Applications

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

<https://gprs.unops.org/pages/viewvacancy/VADetails.aspx?id=6904>

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.

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