

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/B5109/7356
Post Title:	Employment and Income Generation Associate
Post Level:	L-ICA 6
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:	6 month
Closing Date:	4 May 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 direct supervision of and reporting to the National Project Officer, the incumbent will provide management expert services in support to the Centre for Social Entrepreneurship of the City of Belgrade (CSE) in the areas of Business Development, Work Activation and Vocational Training as well as Capacity Development. He/she will form part of a technical assistance team in support to CSE in the implementation of vocational (on-the-job) trainings, work activation measures and self-employment grant scheme and is expected to coordinate and work closely with other team members as well as with other designated counterparts of the CSE, primarily the NES and the Centre for Social Work.

In addition, he/she will in close coordination and guidance of the ILO National coordinator and National Project Officer, facilitate the proper implementation of the Income Generation Grant Scheme (Waste Recycling Scheme) focussed on residents from temporary settlements Makis 1, Makis 2, Kijevo, Resnik and Jabucki Rit.

Specific duties/tasks include:

- As directed, maintain relationship with the relevant ministries and governmental bodies, Institutions of the City of Belgrade, especially CSE, Roma National Minority Council, businesses and other key stakeholders in the field of his/her expertise.
- Provide contribution in collating and developing external reports on employment area used to inform donors and key stakeholders of trends and conditions relevant to the project.
- Represent the Project, when appropriate
- Provide support to Project's communication and visibility activities
- In close cooperation with the CSE Management support implementation of the On-the-job Training Grant Scheme and Self-employment Grant Scheme;
- Support CSE in establishment of sustainable service provision and training approach for basic elements of work activation process.
- Monitoring the use of the CSE Communication Strategy for dealing with the stakeholder institution in the City of Belgrade, the central level, employers and the beneficiaries.
- Support institutions of the City of Belgrade, especially Secretariat for Social Welfare and Secretariat for Environmental Protection in piloting of Income Generation Grant Scheme (waste recycling scheme) and monitoring of its implementation
- Plan and organise training seminars for all relevant actors in the waste management system on proper implementation of waste recycling scheme
- Support awarded Roma NGOs in implementation of their projects related to the employment area
- Preparation of detailed Scope of Services/ToRs for specific training activities
- Mentor and/or train CSE Director and personnel throughout the period of assignment as required ensuring adequate self-capacities to manage similar future actions.
- In cooperation with RSOC operations team and the National Project Officer, ensure efficient and effective management of budget for self-employment, on-the-job training and income generation activities of the project

- Contribute to identification and assessment of risks and implement mitigation measures in accordance with the risk management strategy
- Prepare relevant inputs for reports and assist in production of reports as envisaged by the Project Document

Performs other duties as may be reasonably required and in line with the incumbent's scope of services above.

At the request of RSOC Manager and as may be reasonably required, provide support to RSOC activities in line with the scope of services above in order to further the common objectives of RSOC and its project Donors.

Required Selection Criteria

a. Education

- Secondary education
- Bachelor's degree in economy, management, social entrepreneurship or similar an asset

b. Work Experience

- Six years of progressive professional experience related to employment area is required.
- Experience in development and management of income generation and employment support schemes for vulnerable groups is required.
- Experience with the UN or EU would be an advantage

c. Key Competencies

- Serbian as native language
- Fluency in written and spoken English
- Good understanding of social conditions in Roma settlements and culture in general is a strong asset
- Proven networking and communications skills
- Excellent analytical, organisational 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 project related documentation, projects data entering, preparation of revisions, filing, provision of information
- 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
- 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, complete Curriculum Vitae, 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=7356>

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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