

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/B5109/7354
Post Title:	National Project Officer
Post Level:	L-ICA 8
Org Unit:	AEMO/RSOC/Strengthening Social Cohesion in the Labour Market through Support to Disadvantaged and Vulnerable Groups Project
Duty Station (DS):	Belgrade/Serbia
Duration:	7 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

The National Project Officer is responsible for the day-to-day effective project implementation, creation of strategic partnerships and provision of top quality services to the donors, partners and beneficiaries. He/she is expected to meet and exceed the organizations performance and delivery goals, while being responsible for all aspects of the project life cycle, successful delivery of results and achievement of the desired objectives and purpose.

The success of the project and hence the success of the National Project Officer will be based on the criteria of UNOPS' engagements which are linked to the below responsibilities.

S/he must be able to apply, with directions from his/her Supervisor and Project Board, the below duties and responsibilities of the project success criteria:

Stakeholder Management:

- Establish solid working relationship with the Project Board (executive, senior users and senior suppliers), client and the key stakeholders
- Ensure creation of strategic partnerships with the main stakeholders, beneficiaries and donor community
- Establish and maintain effective coordination between the partner UN Agencies involved in the implementation of respective activities of the project
- Manage effective communication and ensure stakeholders are aware of project activities, progress, exceptions and are in a position to accept handover products
- Provide quality advice to the clients on issues that may impact the achievement of their outcomes (including issues of sustainability and post project requirements such as maintenance)
- Maintain an established network of contacts for general information sharing and to remain up-to-date on partnership related issues
- Analyse and select materials for strengthening strategic alliances with partners and stakeholders
- Manage communications and visibility aspects of the project, while respecting the EU Communications and Visibility Manual, ensuring that the stakeholders and general public are aware of the project activities, results and impact
- Manage the information flows between the Project Board/the Manager of the UNOPS Serbia Operations Centre (RSOC) and the project team
- Manage regular information flow and provide reporting inputs to the UN Resident Coordinator's Office in Serbia

Delivery and Performance:

- Implement approved project plans (including the establishment of milestones) within tolerances set by the Project Board
- Manage the production of the required products, taking responsibility for the overall progress and use of resources and initiating corrective action where necessary
- Liaise with any external suppliers or account managers
- Authorize work packages

- Advise the Project Board and the RSOC Manager of any deviations from the plan
- Identify and manage risks so that maximum benefit to client and stakeholders is achieved
- Manage and review the product quality and ensure products are accepted
- Monitor and evaluate performance of service providers
- Identify and communicate relevant information for a variety of audiences for advocating the UN mandate
- Identify and report threats to UNOPS internal business case to supervisor

Procedures:

- Follow the Project Management Cycle Instructions and ensure that all organizational policy is complied with (Organizational Directives and Administrative Instructions)
- Prepare/adapt the following plans for approval by the Project Board: I. Project Initiation Documentation; II. Stage/Exception Plans and relevant Product Descriptions
- Prepare the following reports:
 - i. Intermediate Reports
 - ii. The Progress Report
 - iii. Highlight Reports
 - iv. End Stage Reports
 - v. Operational Closure Checklist
 - vi. End Project Report
 - vii. Handover Report
- Maintain the following: i. Electronic Blue File; ii. Procurement, HR and Finance files as required by those practices as per UNOPS OD12.
- Ensure that all expenditure comply with UNOPS' Financial Rules and Regulations (FRR).
- Manage budgets, cash flow and obligations to ensure that deliverables are met and payments to contractors and personnel are received on time
- Understand and manage UNOPS' overheads, allocable charges, and related corporate charges as they apply to the project
- Understand the unique structures of the UN and budget appropriately for personnel
- Manage and remain accountable for expenditures against the budget (based on accurate financial reports)
- Where the National Project Officer has no delegation as a committing officer, s/he retains these responsibilities and will monitor and instruct/request others to carry out the relevant commitments and disbursements.

Knowledge Management:

- Participate in the relevant Communities of Practice
- Actively interact with RSOC PMs to share lessons learned and best practices
- Provide feedback to Practice Leads on policy, supporting guidance with an aim towards continuous improvement of UNOPS policies
- Complete lessons learned as per reporting format
- Incorporate lessons learned from others as per planning format

Personnel Management:

- Lead and motivate the project team
- Ensure that performance reviews are conducted
- Select, recruit and train team as required by the project plans

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, provides 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**

- Master Degree in Project Management, Business Administration, Economic Science, International Relations, Political Studies, or other relevant discipline. Bachelor's degree combined with two additional years of relevant work experience may be accepted in lieu of the Master Degree requirement
- PRINCE2 Foundation is an asset

b. **Work Experience**

- Two years of progressive experience in project development and management, with focus on monitoring, reporting and coordination is required
- Experience in working with Roma community, government officials and donor representatives preferably in similar projects is desirable.
- Serbian as the mother tongue, fluency in written and spoken English

c. **Key Competencies**

- Planning
- Time management
- People management
- Problem solving
- Attention to detail
- Communication
- Negotiation
- Conflict management
- Risk management
- Self-development, initiative-taking
- Demonstrating/safeguarding ethics and integrity

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=7354>

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