

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/B5109/7402

Post Title: Project Coordinator

Post Level: L-ICA 8

Org Unit: AEMO/RSOC/ Serbia Floods Rehabilitation Support – UK Project

Duty Station: Belgrade/Serbia with frequent travel to flood affected areas

Duration: 8 months with possibility of extension

Start Date: Immediate

Closing Date: 7 May 2015

1. Project(s) Background

“Serbia Floods Rehabilitation Support” project has been prepared in cooperation with the Government of the Republic of Serbia and the Department for International Development/UKAid, as a response to devastating floods that hit Serbia in May 2014.

The overall objective of this action is to contribute to the efforts of the Government of Serbia to support the municipalities affected by May 2014 floods to restore living and working conditions.

The specific objectives of the project are to support the Municipality of Lazarevac and Belgrade Waters to restore and improve flood protection system on the rivers Kolubara, Pestan, Lukavica and Turija (Kolubara watershed), as well as to increase capacities for flood prevention based on the best practises and lessons learned from floods in May 2014.

The project will deliver two results:

Result 1: The flood protection system for the Municipality of Lazarevac improved through the reconstruction of the banks of the rivers Kolubara, Peštan, Lukavica and Turija.

Result 2: The flood prevention system for the Municipality of Lazarevac improved through capacity building of municipal authorities and Belgrade Waters, identifying the lessons learned from floods in May 2014 and planning further preventative measures

The final beneficiaries of the project are the inhabitants of Lazarevac – population of over 60 000 people, the open coal pit “Kolubara” and Belgrade Waters.

The project will closely cooperate with the key stakeholders in order to achieve the planned results: the Government of Serbia Commission for Damage Assessment, the Government of Serbia’s Office for Flood Affected Areas Assistance and Recovery, the Serbian European Integration Office and the line ministries (the Ministry of Construction, Transport and Infrastructure, the Ministry of State Administration and Local Self Government, the Ministry of Agriculture, Forestry, Ecology and Water Management), the local self-government where the reconstruction will be performed and the Serbian Chamber of Engineers.

Duties and Responsibilities

2. Purpose and Scope of Assignment

The Project Coordinator has the responsibility to support the Project Manager in all aspects of the project life cycle, including successful implementation, day-to-day operations, regular contact and support to the

donors, partners and beneficiaries. He/she is expected to contribute strongly to the project's performance and delivery of goals.

In particular, the Project Coordinator needs to have a thorough understanding of the Project Document, Logical Framework Matrix, legal agreement, terms, conditions, and the respective roles and responsibilities of the partners/stakeholders to ensure the project's products can meet the business cases. The success of the project will be based on the Success Criteria of UNOPS' engagements which are linked to the below responsibilities.

Stakeholder Management:

- Together with the Project Manager, establish strong working relationship with the donors, line ministries of the Government of the Republic of Serbia, Government's bodies dealing with the sanitation of flood damages, beneficiary local governments and other key stakeholders
- Maintain an established network of contacts for general information sharing and remain up-to-date on partnership related issues
- Manage communications and ensure stakeholders are aware of project's activities, progress, exceptions and are in a position to accept handover products
- Advise the Project Manager on issues that may impact the achievement of outcomes (including sustainability and post project requirements such as maintenance)
- Ensure good governance concept, principles and practices are incorporated into the activities where applicable, in accordance to the project's objectives and methodology
- Manage communications and visibility aspects of the project, ensuring that the stakeholders and general public are aware of the project activities, results and impact
- Provide contribution in collating and developing external reports on socio-economic conditions in the project area used to inform donors and key stakeholders of trends and conditions

Delivery and Performance:

- In agreement with Project Manager coordinate implementation of the approved project plans within tolerances agreed with the donors and the national partners
- Advise the Project Manager of any deviations from the plan
- Support development of monitoring plans
- Monitor performance of service providers
- Liaise with any external suppliers or account managers
- Authorize work packages
- 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
- 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 in compliance with Organizational Directives and Administrative Instructions
- Prepare/adapt the plans as envisaged by the project document
- Prepare the following reports:
 - Monthly Reports
 - Quarterly Reports
 - Final Project Report
 - Operational Closure Checklist
 - Handover Report
- Maintain the Electronic Blue File

- Ensure that all expenditure comply with UNOPS' Financial Rules and Regulations (FRR)
- Manage and remain accountable for expenditures against the budget (based on accurate financial reports), including cash flow, timely payments to contractors and personnel, UNOPS' overheads, allocable charges, and related corporate charges as they apply to the project

Knowledge Management:

- Complete lessons learned as per reporting format
- Incorporate lessons learned from others as per planning format

At the request of UNOPS Serbia Operations Centre (RSOC) Manager and as may be reasonably required, provide support to RSOC activities in line with the scope of the services of this ToR, in order to promote the common objectives of the RSOC and donors of its projects.

Support reorganization of RSOC to respond to the new workload as appropriate.

3. Required Selection Criteria

a. Education/Certification

- Master Degree in Project Management, Business Administration, Development 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, development and coordination in either public or private sector organizations
- Demonstrated experience in working with government officials and donor representatives preferably in similar projects/programmes

c. Key Competencies

- Serbian as native language, fluency in written and spoken English
- Demonstrated reporting skills
- Budget management
- Knowledge management
- Monitoring and evaluation
- Project management
- Reporting
- Risk analysis
- Stakeholder management

Submission of Applications

Additional Considerations

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=7402>

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.

For more information on UNOPS, please visit the UNOPS website at www.unops.org