

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/B5109/7388
Post Title:	Finance Officer for Private Public Partnership
Post Level:	L-ICA 8
Org Unit:	AEMO/RSOC/European PROGRES
Duty Station (DS):	Home based with expected travel to South East and South West Serbia
Duration:	Up to 55 work days in period from May to October 2015
Initial Closing Date:	7 May 2015
Extension Date:	14 May 2015

1. Project(s) Background

European PROGRES is a multi-donor Programme, financed by the European Union (EU), the Government of Switzerland and the Government of Serbia, designed to support sustainable development in the South East and South West Serbia. The Programme has been conceptualised jointly with the European Integration Office of the Government of the Republic of Serbia (SEIO), which has responsibility for monitoring implementation and providing assistance and facilitation. The United Nations Office for Project Services (UNOPS) has been granted with an initial budget of 17.46 million Euros and has the overall responsibility for the Programme implementation.

Through a multi-sector approach this Programme will contribute to sustainable development of underdeveloped areas and creation of more favourable environment for infrastructure and business growth by strengthening local governance, improving vertical coordination, planning and management capacities, improving business environment and development, as well as enhancing implementation of social inclusion and employment policies.

The Programme works towards achieving four main results, while good governance principles are interwoven as a cross cutting aspect of the entire intervention:

1. Strengthened local governance, planning and management capacities through introduction of new, or improvement/elimination of existing procedures and processes in line with the principles of good governance
2. Increased competitiveness of local economy through improved business environment and management/organizational capacities of small and medium enterprises/agricultural cooperatives
3. Improved access to employment, offering equal opportunities to both men and women, and social inclusion of the most vulnerable and marginalised groups through development and implementation of local policies resulting in reduced migration from South East and South West Serbia
4. Effects of Serbia's European accession communicated to general public.

The final beneficiaries, but also the key stakeholders and financial contributors of this Programme are 34 municipalities from the third and fourth group of development level, which have responsibility of taking ownership of activities implemented in their territory:

- Novi Pazar, Ivanjica, Nova Varoš, Priboj, Prijepolje, Raška, Sjenica and Tutin, in the South West Serbia
- Prokuplje, Blace, Žitorađa, Kuršumlija in the Toplica District
- Leskovac, Bojnik, Vlasotince, Lebane, Medveđa and Crna Trava in the Jablanica District
- Vranje, Bosilegrad, Bujanovac, Vladičin Han, Preševo, Surdulica and Trgovište in the Pčinja District
- Brus in the Rasinska District
- Aleksinac, Gadžin Han, Doljevac, Merošina and Svrlijig in the Niški District
- Babušnica, Bela Palanka in the Pirotski District
- Knjaževac in the Zaječarski District.

Other beneficiaries include municipality-founded institutions and public utility companies, civil society organisations (CSO) and media in the participating municipalities. It is the inhabitants of the South East and South West Serbia who will feel the biggest benefits of the Programme.

Duties and Responsibilities

2. Purpose and Scope of Assignment

Under the direct supervision of the Sector Manager for Competitiveness and Business Development Programme Associate, the Finance Officer for Private Public Partnership will provide technical assistance to local self governments (LSGs) to identify and develop PPP projects. During the identification phase, technical assistance will focus on the capacity building for all 34 LSGs while support for development phase will be provided only to LSGs that passed the pre selection process of the Public Call.

The Finance Officer for Private Public Partnership will be responsible for:

- Reviewing the draft Public Call for Proposals for provision of technical support for establishment of private public partnership and provide suggestions that could improve the suggested approach.
- Developing presentation materials about financial aspects of PPP projects that will be used during four informative sessions. The objective of info sessions is to enhance knowledge and understanding of municipal leadership about PPP as model for financing needed services and improvements of the existing and construction of new utility or social infrastructure.
- Developing training materials about financial aspects of PPP projects that will be used during four two-day workshops. The objective of the workshops are to increase knowledge of municipal management representatives regarding prioritisation of PPP projects, value for money analysis, economic-financial feasibility, project funding, risk sharing, project promotion and cooperation with private partners in PPP arrangements. The material shall be agreed and approved by Programme's team and shall include, but not be limited to, power point presentations, agendas, handouts etc.
- Participating with the Programme's team in PPP information sessions and workshops and take a leading role in delivery of presentations and training regarding financial aspects of PPP.
- Attend in the work of the Committee that will evaluate the projects for the first phase of the Call for PPP in the capacity of observer. The Finance Officer for Private Public Partnership will primarily contribute to assessment of the market potential and feasibility of the Project Concept Notes and supporting documents.
- Providing technical support for preparation of financial and market analysis for the pre-selected projects and prepare the investment fact sheet for the purposes of project promotion at the investment conference that will be organised by the Programme.
- Participating in the investment conference and provide advisory support to both the Programme and the pre-selected applicants.
- Provide consultative services to the LSG regarding preparation of full application for the PPP Call, as requested.

- Provide technical support to European PROGRES regarding all financial aspects of PPP activity, as requested.
- Contribute to analysis and monitoring of developments regarding implementation of PPPs model in the European PROGRES area of responsibility.

Methodology

- The Finance Officer for Private Public Partnership will be responsible for conducting of assignment while the Programme Competitiveness Team, especially the Business Development Associate will provide guidance and support in terms of the overall organisation of info sessions and workshops and communication with the LSGs. The Finance Officer for Private Public Partnership will closely work and coordinate activities with the Legal Private Public Partnership Officer.
- The consultancy consists of two phases 1) identification phase 2) development phase as described in the timeframe table. The level of Officer's engagement in the development phase depends on the number and maturity of pre-selected, projects' and availability of the financial analysis previously prepared by pre-selected applicants.

Time framework

- Provide recommendations for improvement of the Programme Public Call – up to 2 w/days until 30 May 2015
- Conduct four information sessions and four two day workshops and take a leading role in delivery of presentations and training regarding financial aspects – up to 17 w/days until 20 June 2015
- Evaluate the first phase of the Programme Call for Proposal – up to 4 w/days until 30 July 2015
- Technical support to the pre-selected applicants related to preparation of financial and market analysis and preparation of investment fact sheet – up to 20 w/days until 30 August
- Participate at Investment Conference – up to 2 w/days until 15 September 2015
- Provide additional consultations and guidance to the pre-selected applicants regarding preparation of the full project proposals for the PPP Call, as requested – up to 5 w/days until 30 September 2015
- Provide technical support to European PROGRES regarding all financial aspects of PPP activity, as requested – up to 4 w/days until 5 October 2015
- Development of the Final consultancy report – 11 w/day until 5 October 2015

* This is the maximum number of days and actual work will depend on the intensity of activities previously approved by the Programme staff authorised to supervise work

Monitoring and progress controls

- Materials (power point presentations, agendas and handouts) for the informative sessions and the workshop developed at least a week ahead of the events and are positively evaluated by the events' participants. Materials shall be prepared in Serbian language.
- Four presentations during informative sessions are held and assessed positively by the audience.
- Four two-day workshops organised and implemented together with Programme's team, positively assessed by the workshops' participants. Workshop report containing frequently asked questions by the participants developed. The report should be prepared in English language.
- Evaluation report for the first phase of the Programme Call for Proposal developed on English language.
- Financial and market analysis and investment fact sheet prepared for the pre-selected projects in Serbian language.
- Consultations and guidance for the pre-selected candidates provided. Report on interaction with the applicants developed in English language.
- Final report developed and accepted by the Programme. The report shall be prepared in English language

Impartiality, independence and credibility

Finance Officer for Private Public Partnership should have no conflict of interest with any proposed phases.

Required Selection Criteria

a. Education

- Master Degree in Economy
- Bachelor's degree combined with two additional years of relevant work experience may be accepted in lieu of the Master Degree requirement.

b. Work Experience

- Minimum two years of experience in development of Private Public Partnership model on municipal level and/or experience in development of related feasibility studies and market analysis
- Experience in capacity development and promotion of investment projects and cooperation with private partners is an asset

c. Key Competencies

- Serbian as native language, fluency in English
- Good 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
- Builds strong relationships with clients
- 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=7388>

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