

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**

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<b>Vacancy code:</b>	VA/2015/B5109/7629
<b>Post Title:</b>	Competitiveness Analyst
<b>Post Level:</b>	L-ICA 8
<b>Org Unit:</b>	AEMO/RSOC/European PROGRES
<b>Duty Station (DS):</b>	Home based
<b>Duration:</b>	Up to 150 work days in period from June 2015 to April 2016
<b>Closing Date:</b>	10 June 2015

### **1. Project(s) Background**

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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**

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### **2. Purpose and Scope of Assignment**

Under the direct supervision of the Sector Manager for Competitiveness and the Municipal Management Programme Associate, the Competitiveness Analyst will be responsible for provision of technical assistance to 34 European PROGRES local self-governments (LSGs) in the collection, analysis and processing of data relevant for valuation of their competitiveness. He or she will also work with European PROGRES' personnel to ensure efficient, effective and sustainable transfer of the Programme's competitiveness methodology and competitiveness portal to identified national institution(s) and beneficiary LSGs.

The Competitiveness Analyst will undertake the following specific tasks/duties:

- Get in depth knowledge and understanding of the methodology and findings of the Baseline Competitiveness Study of 34 LSGs
- Get in depth knowledge and understanding of the competitiveness web portal developed for 34 LSGs and introduce improvements in the way the data is organised with the support from the Web Designer<sup>1</sup>
- Play a leading role in presenting the Competitiveness Study and the web portal to 34 LSGs through workshops and visits to the municipalities
- While using the data from the Competitiveness Baseline Study, elaborate on weak competitiveness elements in each of 34 LSGs and, in consultation with the Programme management, suggest the tailor made assistance packages that addresses some of the weaknesses
- Assist in the selection of staff member(s) from LSGs that will be responsible for work on the collection, analysis, and update of the competitiveness data on the web portal
- Design process for annual update of the competitiveness data in consultation with European PROGRES' team from the Competitiveness Sector
- Review the existing guidelines and instructions for the LSGs regarding collection of the competitiveness data and usage of the competitiveness web portal and introduce improvements, if and where needed
- Train appointed LSG representatives on competitiveness data collection process and their upload to the competitiveness web portal
- Provide assistance to the LSGs in the collection, checking, and analysis of competitiveness data and support them in uploading data to the competitiveness web portal
- With support from European PROGRES team, participate in identification of the national institution that may take over ownership over the competitiveness methodology and web portal and support the process of transfer
- Contribute to the collection and analysis of the key economic indicators for the Programme area of responsibility and provide inputs for the competitiveness analysis and reports, as requested by the line manager
- Produce progress reports as requested
- Provide assistance in drafting and finalising texts about competitiveness for European PROGRES' website, Newsletter and other publicity material and support the Programme's visibility events, as

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<sup>1</sup> Improvements relate to recommendations for portal conceptual changes. European PROGRES has web and graphic designers that can provide technical skills needed for implementation of recommendations. Eventually, LSGs will be responsible for update of records on the portal.

requested by the line manager.

### **Required Selection Criteria**

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a. **Education**

- Master degree in Economics, Business Administration or Development Studies
- Relevant Bachelor degree in combination with four years of relevant professional experience would be accepted.

b. **Work Experience**

- Minimum two years of experience in development sector and competitiveness of local self-governments is required
- Experience in collection and analyses of competitiveness related data
- Experience with international organizations would be an advantage

c. **Key Competencies**

- Serbian as the native language, fluency in English
- Very good understanding of competitiveness theme
- Knowledge of the South East and South West Serbia
- Good organisational and inter-personal skills
- Public speaking clear and focussed, 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
- Demonstrates openness to change and ability to manage complexities
- Initiates and sustains relationships with the key stakeholders
- Builds strong relationships with clients and external actors
- Strong IT skills
- Drivers licence essential and ability to travel independently

### **Submission of Applications**

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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=7629>

Kindly note that this is a local position open to nationals of Serbia only.

### **Additional Considerations**

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- 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](http://www.unops.org)