

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/B5109/7725
Post Title:	Intern for the Project Management Office
Post Level:	Intern
Org Unit:	AEMO/RSOC/Project Management Office
Duty Station (DS):	Belgrade/Serbia
Duration:	Six months
Closing Date:	28 June 2015

1. Project(s) Background

The United Nations Office for Project Services (UNOPS) mission is to serve people in need by expanding the ability of the United Nations, governments and other partners to manage projects, infrastructure, and procurement in a sustainable and efficient manner. UNOPS provides its partners with advisory, implementation and transactional services and its focus is always on developing national capacity. It is the first organisation in the world that was awarded four most prestigious accreditations for the project management, and it incorporates global best practices such as PRINCE2®. For its approach to project management and consistent quality UNOPS received ISO 9001 certification in 2011.

In Serbia, UNOPS has been active since 2000, it established the Serbia Project Centre (RSPC) in 2013, which grew into the Operations Centre (RSOC) by the beginning of 2015. UNOPS Serbia has been a reliable partner of the Government of the Republic of Serbia in providing support for demanding socio-economic reforms, and facilitation of European integrations. All UNOPS Serbia projects promote human rights protection, good governance and gender equality.

Currently, RSOC is implementing nine projects, in the areas of: rehabilitation of the damage incurred during May 2014 floods in Serbia, sustainable municipal development, creating more favourable environment for employability, business and infrastructure growth, enhanced good governance, social inclusion including durable housing solutions for the most vulnerable population and their access to health, education and jobs, implementation of hospital information systems and improvement of public health.

At the end of 2014, the RSOC established the Project Management Office (PMO), with the objective that it provides a decision-enabling and delivery-support framework to the Centre and supports the management team in ensuring consistent high-level design and delivery of projects and programmes. Specifically the PMO: helps with the promotion of project management standards, project planning, assists with project implementation and tracking results, overall RSOC communication activities, as well as capacity building of personnel.

Within its objective to support learning opportunities, as well as to promote the organisation's values and culture, UNOPS Serbia is looking to engage an intern in its Project Management Office, who will be working, alongside the PMO Supervisor, on daily tasks of the Office.

Duties and Responsibilities

2. Purpose and Scope of Assignment

Under the direct supervision of the Project Management Office Supervisor, the PMO Intern will:

- Assist in the development of project documents: take notes of the meetings, complete project documents, organise and keep records of project development process
- Assist in the implementation of the RSOC External and Internal Communications Plans, including liaison with the Communications Officers, management of the RSOC Intranet page and calendar, delivery of trainings as well as updates of the RSOC Fact-sheets and production of other promotional material
- Assist in the research activities that may include analysis of the current political, socio and economic situation in the country
- Prepare reports on implementation of projects
- Perform any other duties as may be reasonably required and in line with the PMO's scope of services.

Required Selection Criteria

a. Education

- In the final year of undergraduate studies or a Bachelor's degree in social sciences

b. Work Experience

- One year of professional experience or volunteering in the area of communications or project implementation environment, will be considered as advantage
- Computer literacy: MS Office, Internet is required

c. Language Requirements

- Fluency in English Language and Serbian native speaker

d. Key Competencies

- Strong initiative skills and willingness to learn
- Excellent communications skills, both verbal and written; good team player
- Meticulousness and attention to detail
- Ability to work to meet tight deadlines in a stressful environment
- Responds positively to feedback
- Displays cultural, gender, religion, race, and nationality sensitivity and adaptability

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=7725>

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

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