

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/B5109/8167
Post Title:	Programme Associate
Post Level:	L-ICA 6
Org Unit:	AEMO/RSOC/European PROGRES
Duty Station (DS):	Novi Pazar/Serbia
Duration:	1 year with possibility of extension
Closing Date:	11 August 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, Kuršumljija 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.

2. Duties and Responsibilities

Purpose and Scope of Assignment

The Programme Associate will provide support to implementation of European PROGRES in the South West Serbia, while focusing on infrastructure and competitiveness sectors. She or he will under the direct supervision of the National Programme Manager undertake the following tasks/duties:

- Support the European PROGRES Sectors in administration, contract management, monitoring, evaluation and reporting of activities
- Provide support in identification and development of projects and related documentation
- Provide assistance to selected municipalities in preparation of documentation for public tenders deriving from European PROGRES grants
- Follow up/review financial and administrative aspects of grants implemented within infrastructure and competitiveness sector
- Follow up/review financial and administrative aspects of inter-municipal projects directly contracted by Programme
- Provide administrative and logistical assistance to Programme's work with agricultural producers, clusters, small and medium enterprises (SME), in South West Serbia
- Provide support in organisation of European PROGRES training programmes, information sessions, public events and similar
- Liaise between local self-governments and external consultants on technical issues related to implementation of European PROGRES activities, in agreement with the relevant Sector Manager
- Maintain relations with local self-governments, development agencies and actions, clusters, cooperatives, and other Programme stakeholders in the South West Serbia, as per agreement with the National Programme Manager
- Contribute to development of Programme plans and strategies
- Monitor socio-economic developments in the South West Serbia and produce reports and analysis, as per agreement with the National Programme Manager and Sector Managers
- Provide contribution in collating and developing external reports on activities in South West Serbia used to inform donors and key stakeholders
- Assist in monitoring and evaluation of performance of consultants and service providers for activities implemented under the Infrastructure and Competitiveness Sectors
- Contribute to identification and sharing of Programme lessons learned and best practices
- Support implementation of UNOPS project management methodology and UNOPS Operations Centre in Serbia project management procedures and standards
- Provide translation from English to Serbian and vice versa, when necessary

Perform other duties as may be reasonably required and in line with the incumbent's scope of services above.

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.

3. Required Selection Criteria

a. Education

- High School/Secondary Diploma is required
- Bachelor Degree in Business Administration, Economics, Social Sciences, Engineering, Development Studies or related field would be a significant asset

b. Work Experience

- Six years of experience in work with local self-governments in the area of project management is required
- Experience in working with the EU or the UN, or another international organisation is an asset

c. Language skills

- Serbian as native language
- Fluency in English

d. Key Competencies

- Demonstrates commitment to UNOPS' mission, vision and values, including cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Excellent analytical, 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
- Able to perform a variety of standard tasks related to results management, including screening and collecting of Programme/project documentation, projects data entering, preparation of revisions, filing, provision of information
- Demonstrates openness to change and ability to manage complexities
- Initiates and sustains relationships with key constituents
- Seeks and applies knowledge, information, and best practices from within and outside UNOPS
- Focuses on impact and result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude; remains calm, in control and good humoured even under pressure
- Willing to share knowledge and experience, while actively working towards continuing personal learning; coaching that strengthens internal staff and/or municipal employees and municipalities
- Builds strong relationships with clients and external actors
- 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=8167>

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