

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/B5109/8227

Post Title: On-call Specialist for PRAG Procurement- 4 positions

Post Level: L-ICA 8

Org Unit: AEMO/RSOC

Duty Station: Home based

Duration: Up to 70 w/days in period from September 2015 throughout March 2016

Closing Date: 20 August 2015

1. Project(s) Background

“Serbia Floods Rehabilitation Support” project has been prepared in cooperation with the Government of the Republic of Serbia, and close coordination with its European Integration Office (SEIO), the Delegation of the European Union to the Republic of Serbia (DEU), as well as the resident United Nations agencies in Serbia, as a response to devastating floods that hit Serbia in May 2014.

The **objective** of the project is to support the citizens of the municipalities affected by the floods to restore their living conditions through reconstruction of private dwellings, and throughout the whole flood-affected region to establish normal functioning of kindergartens, schools, medical centres and other public institutions or road/s of primary importance, as well as to enhance capacities of the Government of Serbia's Office for Flood Affected Areas Assistance and Recovery in management and monitoring of salvage efforts.

The project will deliver seven results:

- **Result 1:** Housing solutions provided to up to 370 families in Obrenovac, Krupanj and other municipalities if needed, through reparation or reconstruction of damaged private houses, provision of prefabricated houses, and reparation of facilities for small businesses, respecting human rights standards and non-discrimination principle of good governance
- **Result 2:** Improved living conditions in temporarily shelters and enhanced capacities for monitoring and coordination of return process in municipalities Obrenovac and Lazarevac
- **Result 2:** Working conditions restored to normal functioning in up to 30 public institutions (kindergartens, schools, medical centres etc) in the municipalities affected by the floods
- **Result 4:** Normalised transport of goods and people between Krupanj and Loznica through Korenita and Krst
- **Result 5:** Enhanced capacities of the Government of Serbia Office for Flood Affected Areas Assistance and Recovery (FAAARO) to manage and monitor recovery process in the flood affected municipalities
- **Result 6:** Reduced risk of spreading infective diseases through reduction of mosquitoes population in the areas affected by the floods
- **Result 7:** The project results communicated to general public

The **final beneficiaries** of this project are:

- Up to 370 families from Obrenovac and Krupanj who were affected by the floods and currently live in unsatisfactory conditions or in the collective centres
- Thirty public institutions of primary importance (kindergartens, schools, medical centres) that are out of function due to the damage caused by the floods, which besides reparation and reconstruction need equipment for normal functioning

- The recently established Government of Serbia's Office for the Flood Affected Areas Assistance and Recovery, responsible for the overall monitoring of the flood response.

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 SEIO, the line ministries (the Ministry of Construction, Transport and Infrastructure, the Ministry of State Administration and Local Self Government, the Ministry of Education, Science and Technology Development, the Ministry of Health); organisations implementing the same scope of activities in different municipalities affected by the floods: ASB, DRC, HELP and Housing Centre; local self-governments, the Serbian Chamber of Engineers and other UN agencies dealing with specific parts of intervention.

Position Specific Background

Support to DEU for Development of Tender Documents for IPA 2014 and Regional Macva Project _ IPA 2014 REG is also envisaged within the Result 5. The support should be provided for the following: Two tender documentation packages for works for flood protection systems for Macva region and tender documentation packages for IPA 2014 activities 1.4.1 to 1.4.9 developed in accordance with PRAG rules and procedures and tender package for supervision of works on flood protection systems for Macva region developed in accordance with PRAG rules and procedures.

Furthermore the IPA 2014 activities 1.4.1 to 1.4.9 envisage the following procurement of goods for the following national beneficiaries:

Activity 1.4.1 (Ministry of Interior – Sector for Emergency Management) – for the procurement of field vehicles, water pumping units and power generators

Activities 1.4.2-1.4.7 (Ministry of Mining and Energy) – for the procurement of mobile power stations and remote grid control systems

Activity 1.4.8 (City of Belgrade) – for the procurement of the mobile drinking water plant

Activity 1.4.9 (City of Belgrade, PWMC Beograd Vode) – for the procurement of mobile flood protection walls

2. Duties and Responsibilities

Purpose and Scope of Assignment

Under the direct supervision of the Project Manager, and support of the Infrastructure Advisor, the On-call Specialist for PRAG Procurement will undertake the following tasks/duties in relation to IPA 2014 activities for the procurement of field vehicles, water pumping units and power generators, mobile power stations, remote grid control systems, mobile flood protection walls as well as tasks related to activities in IPA 2014 REG related to works for flood protection systems for Macva region:

- Develop full tender package for the implementation of flood protection works for Macva region according to PRAG 2015 procurement for works. It is possible that the DEU will have two tenders for works, with three lots envisaged
- Develop full tender package for the supervision services for flood protection works for Macva region according to PRAG 2015 procurement for services
- Assist DEU procurement unit in clarification and finalisation of tender packages, when specifically requested by DEU through UNOPS PM for the activities from IPA 2014
- Provide recommendations to IPA 2014 and IPA 2014 REG beneficiaries' teams for the scope and quality level of specifications, to comply with the DEU procurement requirements
- Assist beneficiaries to develop technical conditions and terms of reference for the tender packages, as per DEU advise and in coordination with the UNOPS technical consultants
- Hold regular meetings with the beneficiaries' teams and report to UNOPS PM
- Be available to DEU procurement unit for the clarifications during the open call, if requested
- Be available to DEU procurement unit for the technical inputs during the technical evaluation of bids, if requested

3. Required Selection Criteria

a. Education

- Master degree in Engineering or Procurement related field
- Bachelor's degree with 2 years of additional experience may be accepted in lieu of the Masters

b. Work Experience

- Minimum two years of relevant professional experience in preparing the full tender packages for works, services and goods according to PRAG procurement rules
- Work experience preferably with the EU or the UN, or another international organization is an asset

c. Language Requirements

- Fluency in Serbian language
- Fluency in English language

d. Key Competencies

- Excellent organizational and inter-personal skills
- Formulates written and oral information clearly and persuasively
- Accountability for management of time, establishing clear performance goals, standards, and responsibilities
- 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
- Builds strong relationships with clients and external actors
- Demonstrates commitment to UNOPS' mission, vision and values, including cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Strong IT skills

Submission of Applications

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=8227>

Please note that this is a local post and is open to Nationals of Serbia and to individuals who have a valid residence permit.

Additional Considerations

- Please note that the closing date is midnight Copenhagen time (CET)
- 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.
- For staff positions only, UNOPS reserves the right to appoint a candidate at a lower level than 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.

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