

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/B5109/8438
Post Title:	Public Enquiry and Participation Specialist
Post Level:	L-ICA 8
Org Unit:	AEMO/RSOC
Duty Station (DS):	Home based with travel to South East and South West Serbia
Duration:	Up to 100 work days from September 2015 throughout February 2017
Initial Closing Date:	16 September 2015
Extended date:	20 September 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.

2. Duties and Responsibilities

Purpose and Scope of Assignment

Under the direct supervision of the Sector Manager for Infrastructure, and support of the European PROGRES Spatial Planner, the Public Enquiry and Participation Specialist will undertake the following tasks/duties:

- Formulate concept, content and the agenda for the event “The meeting with investors and other relevant stakeholders” envisaged under the early public enquiry procedure within the process of detailed regulation plan formulation
- Identify main stakeholders and investors for “The meeting with investors and other relevant stakeholders” event for each detailed regulation plan in particular
- Provide support to contractors for the development of the detailed regulation plans for the presentation of pre-draft detailed regulation plans and moderate discussion with investors under early public enquiry procedure
- Prepare reports with conclusions and results of the meetings which will be published on the dedicated web page for each detailed regulation plan in particular
- Prepare text for the publication “The importance of detailed regulation plans for the local economic development”
- Contribute to identification and sharing of Programme’s lessons learned and best practices in the area of urban planning
- Perform other duties from his/her area of expertise as assigned by the Sector Manager and European PROGRES Spatial Planner

3. Required Selection Criteria

a. Education

- Master degree in Urban Planning, Architecture or related field
- Bachelor Degree with additional two years of experience might be accepted in lieu of Master Degree

b. Work Experience

- Minimum two years of experience in urban and spatial planning and organisation of public viewing processes is required
- Extensive experience in moderation of events and meetings with various stakeholders and direct experience in working with local self-government is required
- Experience in preparation of publications related to participation, urban planning and local development in general is an asset

c. Key Competencies

- In depth knowledge of the Law on Planning and Construction of the Republic of Serbia, cadastral and related laws

- In depth knowledge of different community participation tools and techniques
- Demonstrates commitment to UNOPS mission, vision and values, including cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Formulates written and oral information clearly and persuasively
- Accountability for management of time, establishing clear performance goals, standards, and responsibilities
- Focuses on impact and result for the client and responds positively to feedback
- Drivers licence and ability to travel independently

d. Language Requirements

- Fluency in Serbian
- Fluency in English, both speaking and writing

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=8438>

Kindly note that this is a local position open to nationals of Serbia and to individuals who have a valid residence/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.
- For staff positions only, 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