

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/B5109/8510       |
| <b>Post Title:</b>        | Communications Associate |
| <b>Post Level:</b>        | L-ICA 6                  |
| <b>Org Unit:</b>          | ECR/RSOC                 |
| <b>Duty Station (DS):</b> | Belgrade/Serbia          |
| <b>Duration:</b>          | 1 year, extendable       |
| <b>Closing Date:</b>      | 19 October 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.

## **2. Duties and Responsibilities**

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### **Purpose and Scope of Assignment**

Under the direct supervision of the Communications Manager, the Communications Associate will contribute to the design, implementation, monitoring and evaluation of Programme's communications and visibility activities, while observing cross-cutting aspects' guidelines for Good Governance, Gender Equality and Social Inclusion, thus providing support in ensuring a wider understanding of socio-economic challenges, encouraging citizens' action, and promoting European values.

The Communications Associate will undertake the following activities/responsibilities:

- Provide support in development and implementation of the Programme Communication Strategy
- Contribute to development and implementation of the Internal Communications Plan
- Provide support in ensuring continuing visibility and publicity of Programme Donors
- Contribute to development and implementation of advocacy and/or public awareness campaigns in cooperation with the Programme partners
- Contribute to the development of briefing reports for the Programme key stakeholders
- Draft official letters, speeches, press releases, press invitations, website and newsletter stories
- Provide communications support to Programme activities in order to promote results and impact, while focusing on communicating the benefits of the European integration
- Establish and maintain communication with the media representatives and other stakeholders
- Establish and regularly maintain Programme contacts data base
- Establish and maintain Programme calendar of events
- Have a leading role in establishment and maintenance of Programme e-filing system, media coverage archive, and contacts data base
- Inform personnel on Programme media coverage
- Provide qualitative and quantitative analysis of media coverage
- Establish and maintain archive of Programme photos
- Organise Programme events, donors/VIP visits, press conferences and other media opportunities
- Assist in the development of technical specifications and terms of references for purchase of services and goods needed for the conduct of Communications activities
- Assist in the preparation of requisitions, payment requests and other administrative documentation related to the Communications activities
- Work with the designers on development of website and visibility/promotional materials
- Provide communication support for organisation of workshops/trainings
- Translate short texts from English to Serbian and vice versa when needed
- Provide timely and accurate reports and inputs as envisaged by the Programme Document
- Contribute to development, update and implementation of Programme's plans and strategies
- Contribute to identification and assessment of risks and implement mitigation measures in accordance with the risk management strategy
- Contribute to efficient and effective use of UNOPS tools for monitoring of Programme's performance, outputs and benefits
- Contribute to external reports used to inform donors and key stakeholders of trends and conditions in the Programme Area
- Participate in the relevant UNOPS Communities of Practice

- Contribute to identification and sharing of Programme's lessons learned and best practices
- Support incorporation of good governance, human rights and gender equality concepts, principles and best practices into the communication activities in accordance with the Programme objectives and methodology

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 Project 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**

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#### **a. Education**

- High school diploma is required. Bachelor or Master's degree in communications, public relations, journalism or a related social science will be considered a strong asset.

#### **b. Work Experience**

- Six years of experience in communications, public relations, media or journalism are required in combination with a high school diploma. BA or MA degree may substitute for some or all the required years of experience respectively.

#### **c. Key Competencies**

- Proven exceptional writing skills
- Confirmed skills in event organisation
- Excellent analytical, organizational and inter-personal skills
- Accountability for management of time, establishing clear performance goals, standards, & responsibilities
- Demonstrates commitment to UNOPS' mission, vision and values, including cultural, gender, religion, race, nationality and age sensitivity and adaptability
- 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 humored even under pressure.
- Builds strong relationships with clients and external actors
- Strong IT skills
- Drivers licence essential and ability to travel independently

#### **d. Language Requirements**

- Fluency in Serbian
- Fluency in English

### **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=8510>

**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**

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