

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/B5109/8855
Post Title: Project Management Office (PMO) Associate
Post Level: L-ICA 6
Org Unit: ECR/Serbia Operations Centre/Project Management Office
Duty Station: Belgrade/Serbia
Duration: One year, renewable subject to funding availability and satisfactory performance
Closing Date: 20 November 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 eight 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.

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.

UNOPS Serbia is looking to engage an Associate 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 PMO Supervisor, the PMO Associate will provide support in implementation of all activities carried out by the Project Management Office.

Specifically, the PMO Associate will undertake the following tasks/duties:

- Establish strong working relationship with all project personnel
- Contribute to preparation of external and internal reports
- Contribute to preparation and implementation of the approved plans and advise on any deviations from the plans
- Have a leading role in maintaining the PMO filing system (both offline and online) as per the UNOPS Serbia standards
- Support preparation of business development products, including research and analysis of news and reports related to development
- Support preparation of the UNOPS Serbia policies and instructions
- Provide administrative and other support for quarterly assurance process
- Be responsible for quarterly updates of the: Lessons Learned Log, Risks/Issues Register, Stakeholder Register, Quality Register, Internal and External Communications Action Plans, and other logs, registers and plans kept by the PMO
- Support projects' initiation and closure, in line with the UNOPS policies and as requested by the RSOC Manager and PMO Supervisor
- Maintain online PMO Calendar of events
- Organise visibility events
- Support preparation of communications/visibility products, including, but not limited to: official letters, speeches, press releases, press invitations, website stories and briefing notes
- Prepare and facilitate meetings, workshops and other events in close collaboration and coordination with the PMO Supervisor and the Serbia Operations Centre Communications Managers
- Translate short texts into Serbian/English
- Support implementation of projects, as required by the RSOC Manager and the PMO Supervisor and in line with the scope of services above
- Participate in the relevant UNOPS Communities of Practice
- Perform any other duties as may be reasonably required and in line with the incumbent's scope of services above

3. Required Selection Criteria

a. Education

- High school diploma is required.
- A Bachelor or Master's degree in social sciences, development studies or other relevant field will be considered as an asset.

b. Work Experience

- Six years of experience in project management support function 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

- Promotes ethics and integrity
- Sound judgment and fair decision making
- A strong client orientation attitude to both local and international partners
- Excellent time management, monitoring and evaluation skills
- Excellent training and coaching skills
- A positive attitude and enthusiasm about project goals
- Flexibility in responding to additional requirements
- Strong communication skills, including good report writing skills
- Excellent interpersonal skills
- Understanding of the principles of good governance and ability to apply to the workplace
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills
- Consistently approaches work with energy and a positive, constructive attitude
- Driving License

d. **Language Requirements**

- Fluency in Serbian and English is required

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=8855>

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

- 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 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