

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/B5109/8966
<b>Post Title:</b>	Programme Associate for Good Governance and Gender Equality
<b>Post Level:</b>	L-ICA 6
<b>Org Unit:</b>	ECR/RSOC
<b>Duty Station (DS):</b>	Nis/Serbia, with extensive travelling within AoR
<b>Duration:</b>	1 year, renewable
<b>Closing Date:</b>	29 November 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 Trговиšte 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 Sector Manager for Governance and Social Inclusion, **the Programme Associate for Good Governance and Gender Equality** will hold the responsibility for the successful preparation and implementation of the activities pertaining to introduction of structural governance reforms and new local policies and regulations in targeted municipalities, identification of impediments in vertical coordination between the Government and the Local Self Governments (LSGs), and to gender equality activities within the Sector and the Programme wide.

The Programme Associate for Good Governance and Gender Equality will undertake the following tasks/duties:

#### **Stakeholder management**

- Maintain relationship with relevant international organisations/programmes and local stakeholders related to good governance and gender equality activities within the AoR

#### **Delivery and performance**

- Organise implementation of specific activities related to Good Governance (GG) and Gender Equality (GE) interventions at local level, including institutional governance reforms, linking GG with the Programme funded infrastructure projects and improved co-ordination between national and local levels of government, as per the Programme document
- Organise implementation of specific activities related to GG and GE as Cross-Cutting Aspects of the Programme
- Organise, prepare and facilitate meetings, workshops and other events related to GG and GE activities
- Maintains necessary administrative communication with GG and GE internal and external stakeholders
- Track records and update current status of all funded GG and GE related Sector projects and activities and make recommendations for any issues arising
- Provide inputs to the Communications Sector related to visibility and promotion of the GG and GE related projects
- Communicate regularly with the municipalities and municipal officials in the area of responsibility, as per need
- Provide lessons learned and recommendations for future related activities
- Provide substantive inputs and support to preparation of work plans and ensure implementation of the planned and envisaged activities
- Provide technical and other support to the Programme team

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

At the request of RSOC Manager and as may be reasonably required, provide support to RSOC activities in line with the scope of services above in order to further the common objectives of RSOC and its project Donors.

## **3. Required Selection Criteria**

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### **a. Education**

- High school diploma is required
- Bachelor or Master degree in Social or Political Science will be considered as an asset

**b. Work Experience**

- Six years of experience in project support functions are required in combination with a high school diploma. BA or a MA degree may substitute for some or all the required years of experience respectively
- Experience in good governance and gender equality related activities will be considered as an asset

**c. Key Competencies**

- Understanding of the principles of good governance and ability to apply to the workplace
- Understanding of the principles of gender equality and ability to apply to the workplace
- Promotes the vision, mission, and strategic goals of UNOPS
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favouritism
- A strong client orientation attitude to both local and international partners
- Excellent time management, monitoring and evaluation 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
- Driving Licence

**d. Language Requirements**

- Fluency in Serbian and English is required

**e. Certifications**

- PRINCE2 Foundation Certification will be considered as an asset

**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=8966>

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