

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/B5109/9007
Post Title: Social Inclusion and Human Rights Advisor
Post Level: L-ICA 9
Org Unit: ECR/RSOC
Duty Station (DS): Home based
Duration: Up to 100 work days from February 2016 throughout January 2017
Closing Date: 3 December 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 Programme Manager, **the Social Inclusion and Human Rights Advisor** will provide strong contribution to Programme's efforts to enhance and integrate social inclusion and human rights aspects and themes into planned activities.

He/she will be specifically responsible to:

- Provide advice to the Programme Manager, donors and partners regarding social inclusion and human rights issues in the planned and on-going activities
- Establish and cultivate relations with key national and local stakeholders in the field of social inclusion and human rights
- Monitor and report on key social inclusion and human rights developments in Serbia, and the wider region when developments are relevant for the Programme, as per agreement with the Programme Manager
- Provide analysis of policy framework for social inclusion and human rights in Serbia as well as about human rights situation, while focusing on the South and South West of the country
- Review relevant project proposals and provide recommendations ensuring that social inclusion and human rights elements are adequately integrated
- Participate in development of projects and actions contributing to improved social inclusion of vulnerable and marginalised groups and increased observance of human rights in general
- Develop and deliver trainings for external stakeholders and Programme personnel on social inclusion and human rights topics
- Provide inputs on social inclusion and human rights topics to Programme reports, briefings, and other written materials
- Contribute to development of advocacy strategy for enhancing social inclusion and human rights in local self-governments participating in European PROGRES
- Support communications sector in developing of materials, publications, articles, and news on social inclusion and human rights
- Contribute to identification and sharing of Programme's lessons learned and best practices
- 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 Operations 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

a. Education

- Master degree or equivalent in law, political science, or relevant social studies
- A relevant Bachelor degree in combination with two additional years of relevant professional experience would be accepted in lieu of Master Degree

b. Work Experience

- Minimum two years of relevant work experience in the field of human rights is required
- Experience in conduct of analysis of social inclusion and human rights situation assessment and production of high-level analytical reports is essential
- Experience with international organisations is desirable but not mandatory

c. Language Requirements

- Fluency in English and Serbian is required

d. Key Competencies

- Knowledge of key international human rights policies, policy instruments and processes
- Knowledge of social inclusion and human rights policy framework and situation in Serbia
- Demonstrates commitment to UNOPS' mission, vision and values, including cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Supervisory and coordination skills
- Analytical, organizational and inter-personal skills
- Public speaking clear and focused, with ability to effectively communicate complex ideas to a non-specialist audience with little background in labour market economics
- Formulates written information clearly and persuasively
- Accountability for management of time, establishing clear performance goals, standards, & responsibilities
- 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
- Builds strong relationships with clients and external actors
- Strong IT skills

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=9007>

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