



Operational excellence for results that matter

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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**Vacancy code:** VA/2015/B5109/9005  
**Post Title:** Good Governance and Gender Equality Advisor  
**Post Level:** L-ICA 9  
**Org Unit:** ECR/RSOC  
**Duty Station (DS):** Belgrade/Serbia  
**Duration:** 1 year, renewable  
**Closing Date:** 3 December 2015

### 1. Project(s) Background

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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.

In Serbia, UNOPS has been active since 2000, while it established the Serbia Project Centre (RSOC) in 2013. We use local contractors, and at the same time set the international standards, engaging our beneficiaries, which in turn contributes to enhancing their skills. 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.

At the beginning of 2015, UNOPS Serbia implemented several large programmes and projects:

- Serbia Floods Rehabilitation and Prevention Support, funded by the European Union, the Kingdom of Norway, the French Ministry of Foreign Affairs and the Government of Canada, to support the citizens of the municipalities affected by May 2014 floods to restore their living conditions, by rehabilitation of private dwellings, establishing normal functioning of public institutions of primary importance, reconstruction of river embankments, water, sewer and telecommunication networks, as well as enhancing the capacities of the Government of Serbia's Office for Flood Affected Areas Assistance and Recovery in management and monitoring of salvation efforts. [http://europa.rs/en/eu\\_assistance\\_to\\_serbia/Floods2014-EUassistance.html](http://europa.rs/en/eu_assistance_to_serbia/Floods2014-EUassistance.html)
- European PROGRES - funded by the European Union and the Swiss Government, with the co-funding from the Government of Serbia, contributes to sustainable development of 34 municipalities in the South East and South West Serbia through improved coordination between the national and local authorities, more favourable environment for employability, business and infrastructure growth, and enhanced good governance and social inclusion. <http://www.europeanprogres.org/>
- Livelihood Enhancement for the Most Vulnerable Roma Families in Belgrade, funded by the European Union, which will provide durable housing solutions for up to 170 Roma families from Belgrade and establish resettlement procedures and processes that are fully in line with the international human rights standards. <http://www.sagradimodom.org/>
- The Integrated Health Information System (EU IHIS), funded by the European Union, which improves public health services by implementation of hospital information systems (HIS) in 19 selected hospitals throughout Serbia and provision of lifelong electronic health records (EHR) to patients, thus harmonising the healthcare with the EU norms and standards. [http://www.eu-ihis.rs/index\\_EN.html](http://www.eu-ihis.rs/index_EN.html)

- Improving Human Security for Vulnerable Communities in Southwest Serbia, a one-UN project, funded by the United Nations Trust Fund for Human Security, to create jobs for the most vulnerable population through establishing a recycling centre, and to re-open the health station in Novi Pazar Blaževo settlement, thus securing access to public and social services, promoting community cohesion and strengthening human security in the Southwest Serbia.  
<https://docs.unocha.org/sites/dms/HSU/Outreach/Serbia/SERBIA%20091%20Final%20Template.pdf>
- Strengthening Social Cohesion in the Labour Market through Support to Disadvantaged and Vulnerable Groups, funded by the European Union, which supports sustainable employment and access to services of marginalized groups in Serbia through coordination between local and national institutions. The project will create income generation and employment opportunities, improve access to primary health care, occupational health safety, social welfare, education, human rights and justice.

## **2. Duties and Responsibilities**

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

Under the direct supervision of the RSOC Manager, the Good Governance (GG) and Gender Equality (GE) Advisor will hold the overall responsibility for the successful identification, preparation, implementation, monitoring and evaluation of activities related to embedding and mainstreaming Good Governance and Gender Equality in the planned and on-going RSOC's programmes and projects. In this process, all aspects of project management will be respected.

The Good Governance and Gender Equality Advisor will undertake the following tasks/duties:

### **Stakeholder management**

- Establish and maintain relationships with the line ministries and governmental bodies, local self-governments, development organisations and programmes, professional associations and other key stakeholders in the field of Good Governance and Gender Equality
- Provide contribution in collating and developing relevant reports for informing donors and the key stakeholders of the cross-cutting aspects and activities of the on-going programmes/projects
- Provide support to the RSOC communication and visibility activities.

### **Delivery and performance**

- Provide advice and practical support to European PROGRES and other RSOC Projects on good governance policies, strategies and measures
- Plan, develop, elaborate and oversee implementation of project organisation processes, specific Good Governance and Gender Equality activities/interventions in European PROGRES and all other on-going RSOC programmes and projects
- Contribute to the business, programmes and projects development processes within RSOC by providing GG and GE criteria and general framework for the line interventions, wherever pertinent and/or needed
- Provide technical and advisory support to the European Integration Office of the Government of the Republic of Serbia (SEIO) and the Department for Contracting and Financing EU Funded Programmes (CFCU), and other relevant national/local partners and beneficiaries, for the GG and GE aspects of their activities, as per request and/or need
- Provide technical and advisory support to the RSOC national/local partners or the GG and GE aspects of their activities, as per request and/or need
- Advise and support RSOC projects on all issues related to GG and GE
- Prepare analysis and reports on relevant developments of national policies pertained to GG and GE
- Collaborate with the Project Management Office (PMO) on organisational governance, as per need and request

## **Procedures**

- Contribute to development, update and implementation of RSOC projects' work plans and strategies, while in particular ensuring there is effective coordination and synergies among activities
- Contribute to identification and assessment of risks and implement mitigation measures in accordance with the risk management strategies of the RSOC projects
- Support production of European PROGRES/RSOC reports related to GG and GE activities
- Review quality of outputs of the personnel working in the Governance and Social Inclusion Sector in European PROGRES
- Contribute to efficient and effective use of UNOPS' tools for monitoring of performance, outputs and benefits
- Contribute to high national and international visibility of the RSOC and its projects, donors, and other stakeholders

## **Knowledge management**

- Participate in the relevant UNOPS' Communities of Practice
- Contribute to identification and sharing of lessons learned and best practices within RSOC/European PROGRES
- Contribute to preparation of the RSOC/European PROGRES publications related to GG and GE
- Provide feedback to the Practice Leads on policy, supporting guidance with an aim towards continuous improvement of UNOPS' policies
- Support RSOC personnel development through mentoring.

Ensure incorporation of good governance, human rights and gender equality concepts, principles and best practices into all programmes/projects in accordance with the RSOC objectives and methodology.

At the request of UNOPS Serbia Project Centre (RSOC) Manager, 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**

- Master degree or equivalent in Social or Political Science is required
- 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 developing and implementing policy level approaches for developmental Projects is required
- Experience in good governance and human rights interventions is essential

### **c. Language Requirements**

- Fluency in English and Serbian is required

### **d. Key Competencies**

- Very good understanding of the concept of good governance
- Very good understanding of the concept of gender equality
- Very good understanding of the concept of human rights
- Understanding and experience of governance and stakeholder engagement functions
- Ability to lead strategic planning, results-based management and reporting
- Excellent analytical, organizational and inter-personal skills

- An effective networker, with the ability to develop a wide range of relevant contacts
- Public speaking clear and focused, with ability to effectively communicate complex ideas to a non-specialist audience
- Formulates written information clearly and persuasively
- Accountability for management of time, establishing clear performance goals, standards, and responsibilities
- Demonstrates openness to change and ability to manage complexities
- Seeks and applies knowledge, information, and best practices from within and outside UNOPS
- Demonstrates commitment to UNOPS' mission, vision and values, including cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Strong IT skills
- Drivers licence essential and ability to travel independently

**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=9005>

**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)