

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/B5109/9004  
**Post Title:** Sector Manager for Governance and Social Inclusion  
**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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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 National Programme Manager and overall guidance of the Good Governance Advisor, the Sector Manager for Governance and Social Inclusion will hold the overall responsibility for the successful implementation of activities pertaining to improvement of local governance, provision of support in development and introduction of new local policies and regulations, where appropriate and needed, improved vertical aspect of governance, institutional strengthening and capacity development of local gender equality mechanisms, introduction of gender mainstreaming processes and ensuring that the existing policies and practices in promotion and protection of human rights are strengthened for all and especially for the socially excluded, thus contributing to a sustained inclusive socio-economic development of the local communities.

The Sector Manager for Governance and Social Inclusion will undertake the following tasks/duties:

#### **Stakeholder management**

- Establish and cultivate relationship with the relevant ministries and governmental bodies, beneficiary local self-governments and their organisations and institutions, relevant national and local civil society organisations and other key stakeholders in the field of governance, gender equality and social inclusion
- Provide contribution in collating and developing external reports on sector developments used to inform donors and key stakeholders of trends and conditions in the Programme Area
- Represent the Programme, when appropriate
- Provide support to Programme's communication and visibility activities

#### **Delivery and performance**

- Design and lead the processes and activities aimed at improving the overall local governance through governance reforms, building and strengthening the existing local-self government (LSG) capacities, identifying obsolete/inadequate or lacking local policies and/or regulations pertained to specific aspects of infrastructure projects and provision of support to targeted LSGs in developing of new or improvement of the existing regulations, all in conformity with good governance theory and best practices
- Design and lead processes and activities aimed at more efficient and effective coordination and collaboration between the central and local level, all in accordance with the theory and the best practices of good governance's vertical aspect
- Design and lead processes and activities aimed at mainstreaming gender equality at local level through institutional strengthening and capacity building of local Gender Equality Mechanisms (GEMs), in addition to strengthening capacities of decision makers, mainstreaming gender responsive budgeting into annual budgetary cycles of municipalities and providing guidelines and technical assistance for other aspects of gender equality policies at the local level
- Design and lead processes and activities in the field of gender equality, which are particularly directed towards economic strengthening of women and improvement of reproductive health of vulnerable and marginalised groups of women
- Design and lead processes and activities pertained to provision of support in preparation and implementation of local strategies/action plans for employment and social inclusion, and promotion of improved integration of social and employment services in underdeveloped municipalities
- Design and lead processes and activities pertained to establishment of improved and sustainable

- partnerships between LSGs and local CSOs, as well as increasing social inclusion of the vulnerable and marginalised groups through the mechanism of free legal assistance
- Providing support to other Sectors in terms of defining guidelines for mainstreaming gender equality into Programme activities and acting in the capacity of a Gender Focal Point
- Providing support to the UNOPS Good Governance Advisor in managing processes and cross-cutting activities in the field of good governance, gender equality and social inclusion through the Programme
- Manage relevant national and international consultants required in this portfolio

#### **Procedures**

- Contribute to development, update and implementation of Programme's plans and strategies, while in particular ensuring there is effective coordination and synergies among sector activities
- Cooperate and plan relevant processes and activities with Procurement/Operations
- In cooperation with European PROGRES' operations team, ensure efficient and effective management of budget for Governance and Social Inclusion Sector activities
- Contribute to identification and assessment of risks and implement mitigation measures in accordance with the risk management strategy
- Produce reports as envisaged by the Programme Document
- Manage and review quality of Governance and Social Inclusion Sector outputs
- Monitor and evaluate performance of service providers
- Contribute to efficient and effective use of European PROGRES and UNOPS tools for monitoring of Programme's performance, outputs and benefits
- Contribute to high national and international visibility of the European PROGRES, donors, UNOPS and the other stakeholders involved in the Programme

#### **Knowledge management**

- Participate in the relevant UNOPS Communities of Practice
- Contribute to identification and sharing of Programme's lessons learned and best practices
- Provide feedback to the Practice Leads on policy, supporting guidance with an aim towards continuous improvement of UNOPS' policies

#### **Personnel management**

- Lead and motivate the Governance and Social Inclusion Sector personnel and ensure they respect professional standards of conduct
- Ensure good quality conduct of full appraisal cycle, completion of mandatory courses and encourage personnel continuous learning and development
- Closely monitor and assess performance of external consultants
- Support personnel development through mentoring

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**

- 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 dealing with local self-governments is required
- Experience in designing approach to address governance issue with local self-governments and coordination with national level will be considered as an asset

## **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 social inclusion
- Very good understanding of the concept of gender equality
- Excellent analytical, organizational and inter-personal skills
- 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
- Able to perform a variety of standard tasks related to results management, including screening and collecting of Programme/project documentation, projects data entering, preparation of revisions, filing, provision of information
- 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
- Willing to share knowledge and experience, while actively working towards continuing personal learning; coaching that strengthens internal personnel and/or municipal employees and municipalities
- Builds strong relationships with clients and external actors
- Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems
- 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=9004>

**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)