



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

Vacancy code: VA/2016/B5109/9540
Post Title: National Project Manager
Post Level: L-ICA 9
Org Unit: ECR, RSPC, Serbia
Duty Station (DS): Belgrade, Serbia
Duration: One year, extendable subject to available funds and satisfactory performance
Closing Date: 2 March 2016

1. Project(s) Background

The "European Union Support for the Reconstruction of the Road Structures Affected by the Floods in Serbia" is the continuation of the European Union (EU) efforts to support the Republic of Serbia after the devastating floods that hit the country in May 2014 and to create conditions for the flood prevention and reaction in emergency situations. This project, whose budget is 10.49 million Euros, is implemented by the United Nations Office for Project Services (UNOPS) from January 2016-December 2018 (24 months execution period and 12 months for the Defects Notification Period).

As the result of the Project activities, up to 48 critical landslides will be remediated, and up to 14 road structures damaged by erosions will be reconstructed.

The project will be implemented in partnership and close cooperation with Government of the Republic of Serbia Office for Public Investment Management (PIMO), Public Enterprise Roads of Serbia (PERS), Delegation of the European Union (DEU) and Local self-governments.

2. Duties and Responsibilities

Purpose and Scope of Assignment

The National Project Manager has the overall responsibility for all aspects of the project life cycle, including successful implementation, day-to-day operations, regular contact and support to the donors, partners and beneficiaries. He/she is expected to contribute strongly to the project's performance and delivery of goals. In particular, the National Project Manager needs to have a thorough understanding of the Project Document, Logical Framework Matrix, legal agreement, terms, conditions, and the respective roles and responsibilities of the partners/stakeholders to ensure the project's products can meet the business case. The success of the project will be based on the Success Criteria of UNOPS' engagements which are linked to the below responsibilities.

Enabling Environment

Operates within clearly established project parameters and exercises a degree of independence in the operational management of the project.

Consults with supervisors concerning the appropriateness of project strategies and seeks support and guidance for the coordination of project activities within the overall Serbia Project Centre (RSPC) portfolio. The focus of supervision is on the quality and timeliness of project delivery.

Risk Management

The National Project Manager must identify, analyse, put clear mitigation responses for all internal and external project risks and issues, and manage them as per the identified strategy.

Team Management

The National Project Manager leads project team and is responsible for the coordination of all team members' work and places priority on the delivery of overall results and the performance of the team.

Managing relations with stakeholders

Managing complex relationships with internal and external stakeholders is a key responsibility of this role. Maintaining focus on outputs and long term outcomes desired for the successful operations of UNOPS is critical in order to ensure the stakeholder strategy is aligned. The National Project Manager is expected to be proactive in communicating and engaging with the stakeholders.

Functional Responsibilities

Within the constraints set out by the Project Board/Steering Committee, the National Project Manager oversees and manages all aspects of the project life cycle focussing on pre-engagement, initiation, implementation (plan, deliver and control) and the closure of a project. The National Project Manager must also ensure that all organisational policy is complied with (Organizational Directives and Administrative Instructions).

S/he is responsible to produce and maintain project baseline management documents, have a thorough understanding of the terms, conditions, the respective roles and responsibilities of the partners/stakeholders to ensure the project(s) products are capable of meeting the business cases of both UNOPS and the partner.

The project's success will be based on the Success Criteria set out for UNOPS engagements, which are linked to the responsibilities, set out below.

1. Pre-Engagement and Initiation

- Identify, analyse and consult with key stakeholders and ensure appropriate engagement strategies and plans are devised.
- Review project documentation such as legal agreement and budget details in oneUNOPS as well as draft the project initiation documentation and enter their details as well as any related documents into the oneUNOPS system.
- Identify and analyse key project threats and opportunities and implement appropriate risk responses.
- Develop or update the project management strategies and project management plan including work breakdown structure, sequencing of activities, key milestones, schedule and reporting arrangements.
- Establish Project Board/Steering Committee and governance arrangements.

2. Implementation (Plan, Deliver and Control)

- Develop timely stage plans and have them authorised by the Project Board/Steering Committee.
- Plan the project, its finances and forecast cash flow.
- Raise exception plan if the project is expected to breach its tolerances.
- Deliver approved project plans within tolerances set by the Project Board.
- Update the project and stage plans.
- Create a detailed Work Breakdown Structure (WBS).
- Deliver work packages according to the stage plan by managing the production and reviewing the quality of the required project outputs. The National Project Manager is responsible for overall progress and use of resources and initiating corrective action where necessary.
- Monitor the progress of the work package delivery against the stage plan.
- Manage and communicate identified risks to Project Board/Steering Committee, project team and stakeholders.
- Maintain close working relationship with the project key stakeholders (external and internal) to proactively manage their expectations as per the project's objectives.
- Manage performance of project team and external suppliers.
- Report progress to the Project Board/Steering Committee and UNOPS management through highlight reports, exception reports and end stage reports, as applicable.
- Maintain: Project management files as per UNOPS Organizational Directive 12 in hard copy and in the oneUNOPS system.
- Make sure project documentation, especially what is uploaded onto the oneUNOPS system, is

- complete, accurate and up-to-date.
- Ensure that all expenditures comply with UNOPS Financial Rules and Regulations (FRR).
- Advise the partner on issues that may impact the achievement of their outcomes (including issues on sustainability and post project requirements such as maintenance).
- Manage budgets, cash flow and obligations to ensure that payments to contractors and personnel are received on time.

3. Closure

- Initiate UNOPS Operational Closure in accordance with applicable guidelines.
- Hand over the project to an Engagement Closure Manager.
- Review and assess outcomes against project goals and targets and prepare the final narrative report.
- Update the final Lessons Learned log.

4. Personnel Management

- Lead and motivate the project management team by building a collaborative team environment.
- Ensure that performance reviews are conducted.
- Identify outstanding personnel and bring them to the attention of the RSPC Manager.
- Select, recruit and train team as required by project plans.

5. Knowledge Management

- Actively interact with the Infrastructure and Project Management Group (IPMG), other Project Managers and the Project Management community to share case studies, lessons learned and best practice on the intranet's Community Sites.
- Provide feedback to senior managers on policy as well as support and guidance with an aim towards continuous improvement of UNOPS policies.
- Incorporate lessons learned from others especially when planning.

At the request of UNOPS Serbia Project Centre (RSPC) Manager and as may be reasonably required, provide support to RSPC activities in line with the scope of the services of this ToR, in order to promote the common objectives of the RSPC and donors of its projects.

Support reorganisation of RSPC to respond to the new workload as appropriate.

3. Required Selection Criteria

a. Education

- Advanced University/Master Degree in Project Management, Business Administration, International Relations, Political/Security/Development Studies, Civil Engineering or other relevant discipline.
- Bachelor's degree with two additional years of relevant work experience may be considered in lieu of the Master Degree requirement

b. Work Experience

- Two years (or more based on academic credentials) of progressive experience in project management, with focus on monitoring, reporting, development and coordination in either public or private sector organisations
- Demonstrated experience in working with government officials and donor representatives, preferably in similar projects/programmes, is essential
- Management of infrastructure projects and FIDIC contracts modalities is an asset
- Contract management of UN contracts is an asset
- Experience in the EU funded projects is an asset

c. Certification

- Prince2 Foundation/Practitioner Certification is an asset

d. Language Requirement

- Fluency in English and Serbian is required

e. Key Competencies

- Budget management
- UNOPS Financial rules and regulations
- Knowledge management
- Monitoring and evaluation
- Project management
- Reporting
- Risk analysis
- Stakeholder engagement

f. Core values

Understand and respect the national ownership and capacity

- a) Understand the principles of the Paris Declaration on aid effectiveness and mainstream them into the project plans
- b) Seek opportunities to recruit qualified local staff
- c) Look for ways to build capacity of local counterparts

Harmonisation within the UN and beyond

- d) Understand the UN Development Assistance Framework (UNDAF) and UNOPS, the project's place in the UN system
- e) Know the Millennium Development Goals (MDGs) and seek to contribute within the deliverables of the project

Service to Others

- f) The project is representative of the United Nations and it should be firmly rooted in the principle of service to others. This should be considered carefully in the development of project plans

Accountability for results and the use of resources

- g) The project management processes are designed to deliver maximum accountability, transparency and results. If a project or processes is not in line with this, it is the responsibility of the National Project Manager to raise the issue to a supervisor.

Demonstrates commitment to UNOPS' mission, vision, ethics and values, including cultural, gender, religion, race, nationality and age sensitivity and adaptability

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=9540>

This is a local position, it is therefore 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