



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/B5109/9619
Post Title: Social Inclusion and Human Rights Associate
Post Level: L-ICA 6
Org Unit: ECR, RSPC, Serbia
Duty Station (DS): Belgrade, Serbia
Duration: One year, renewable
Closing Date: 17 March 2016

1. Project(s) Background

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. It is the first organisation in the world that was awarded four most prestigious accreditations for the project management, and it incorporates global best practices such as PRINCE2®. For its approach to project management and consistent quality UNOPS received ISO 9001 certification in 2011.

In Serbia, UNOPS has been active since 2000, and it established the Serbia Project Centre (RSPC) in 2013. 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 Union integrations. All UNOPS Serbia projects promote human rights protection, good governance and gender equality.

Currently, the RSPC is implementing nine projects, in the areas of: rehabilitation of the damage incurred during May 2014 floods in Serbia, sustainable municipal development, creating more favourable environment for employability, business and infrastructure growth, enhanced good governance, social inclusion including durable housing solutions for the most vulnerable population and their access to health, education and jobs.

2. Duties and Responsibilities

Purpose and Scope of Assignment

Under the direct supervision of the RSPC Manager, in coordination with the Programme and Project Managers, **the Social Inclusion and Human Rights Associate** will provide strong contribution to enhancing and integrating social inclusion and human rights aspects and themes into all planned activities. He/she will be specifically responsible to:

- Provide support to the Programme/Project Managers and Social Inclusion and Human Rights Advisor, and as per request from the RSPC Manager to the Government of Serbia, donors, and partners regarding social inclusion and human rights issues
- Actively participate in the establishment and strengthening of relations with the Programme's stakeholders in the field of social inclusion and human rights
- Contribute to the efforts to facilitate cooperation between the Government of the Republic of Serbia and local self-governments on development and implementation of social policies
- Provide support to the Social Inclusion and Human Rights Advisor in monitoring and reporting on the key social inclusion and human rights developments in Serbia, and the wider region when developments are relevant for the RSPC, as per agreement with the RSPC Manager

- Contribute to analysis of policy framework for social inclusion and human rights in Serbia
- Contribute to the reviews of new project proposals by providing comments and suggestions on adequate integration of social inclusion and human rights elements
- Provide assistance in development and implementation of projects and actions contributing to improved social inclusion of vulnerable and marginalised groups and increased observance of human rights in general
- Contribute to delivery of trainings for external stakeholders and RSPC personnel on social inclusion and human rights topics
- Provide support for the conduct of municipal governance reforms contributing to enhanced social inclusion and human rights
- Contribute to the efforts to enhance capacities of local self-governments to revise existing or develop, monitor, and implement new local regulations and policies
- Support Social Inclusion and Human Rights Advisor in providing inputs on social inclusion and human rights topics for programme and projects' reports, briefings, and other written materials
- Contribute to development and implementation of advocacy strategy for enhancing social inclusion and human rights in local self-governments, as defined by the programme and project documents
- Support communications units in developing of materials, publications, articles, and news on social inclusion and human rights
- Contribute to identification and sharing of RSPC lessons learned and best practices

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.

3. Required Selection Criteria

a. Education

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

b. Work Experience

- Six years of experience in the field of human rights are required in combination with a high school diploma. BA or MA degree may substitute for some or all the required years of experience respectively
- Experience in conduct of analysis of social inclusion and human rights situation assessment and production of analytical reports is required
- 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
- 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
- Coordination 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 License

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=9619>

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