



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/B5109/9663
Post Title: Administrative Associate
Post Level: L-ICA 6
Org Unit: ECR, RSPC, Serbia
Duty Station (DS): Belgrade, Serbia
Duration: One year, extendable subject to available funds and satisfactory performance
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 eight 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 guidance and supervision of Head of Support Services, the Administrative Associate provides a variety of administrative and logistics related activities ensuring high quality, accuracy and consistency of work for RSPC Projects.

The Administrative Associate promotes a client, quality and results-oriented approach and works closely with projects' personnel so to ensure effective utilisation of administrative/logistics resources.

In particular, the Administrative Associate will perform following tasks:

- Effective coordination and supervision of logistics services, including travel, organisation of workshops and trainings, regular vehicle maintenance, insurance and fuel consumption
- Processing of travel claims and provision of logistics services for all projects ensuring compliance with projects' contractual obligations and pertinent UNOPS procedures and workflows
- Support to and oversight of Reception/Registry activities

- Coordination of space and office organisation
- Coordination of orders for office supplies, furniture and equipment for common premises
- Support to protocol matters, registration of expatriate staff, coordination with local authorities and/or UNDP on administrative matters and required services
- Preparation and submission of periodic inventory reports, including coordination of inventory verification and assets management processes
- Support to and oversight of maintenance and cleaning services for common premises
- Activities related to oneUNOPS, including processing of Purchase Orders, registration of Suppliers and preparation of Payment Requests

At the request of RSPC Manager and as may be reasonably required, provide support to RSPC activities in line with the scope of services above in order to further the common objectives of RSPC and its project Donors.

3. Required Selection Criteria

a. Education

- High school diploma is required
- Bachelor or Master degree preferably in business administration, economy, logistics or related field will be considered as an asset

b. Work Experience

- Six years of relevant administrative and/or logistics experience is required in combination with a high school diploma. BA or MA degree may substitute for some years of experience.
- Experience with UN(OPS) administrative management systems will be considered as an asset

c. Language Requirements

- Fluency in English and Serbian is required

d. Key Competencies

- Demonstrates professionalism and accountability
- Promotes ethics and integrity
- Focusses on result for the client and responds positively to feedback
- Ability to adhere to work assignments and meet designated deadlines
- Proficient computer skills
- Driver's license with clean driving record
- Manages changes and applies strategic thinking
- Planning and organisation
- Team coordination skills
- Demonstrates commitment to UNOPS' mission, vision and values
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Shares knowledge and experience
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills
- Consistently approaches work with energy and a positive, constructive attitude
- Proficient computer skills
- Driver's license with clean driving record

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=9663>

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