

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/B5109/9846
Post Title:	Programme Associate for Empowerment of Vulnerable Groups
Post Level:	L-ICA 6
Org Unit:	ECR, RSPC, Serbia
Duty Station (DS):	Belgrade, Serbia
Duration:	One year, renewable subject to satisfactory performance and funds availability
Closing Date:	18 April 2016

1. Project(s) Background

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

Purpose and Scope of Assignment

Under the direct supervision of the Sector Manager for Governance and Social Inclusion and guidance of the Competitiveness Sector Manager, the Programme Associate for Empowerment of Vulnerable Groups will support implementation of activities of the two Programme's sectors targeting social and economic empowerment of vulnerable groups, including unemployed and Roma community in the Programme municipalities.

The Programme Associate for Empowerment of Vulnerable Groups will undertake the following tasks/duties:

- Maintain relationship with relevant international organisations and local stakeholders for social and economic empowerment of vulnerable groups in the AoR for administrative matters of ongoing Projects
- In close coordination and under the guidance of the Competitiveness Sector Manager:
 - contribute to the development of methodology for delivery of vocational training programmes
 - contribute to development of Terms of References for implementation of vocational training activities, tailored to specific local economy needs
 - ensure effective implementation of specific activities related to vocational training programme for unemployed people
- Under the guidance of the Sector Manager for Governance and Social Inclusion
 - Ensure implementation of specific activities related to the empowerment of Roma CSOs to participate in implementation of measures from the Strategy for Roma Social Inclusion at the Local Level
 - Provide technical and administrative support to awarded Roma CSOs in implementation of projects related to the Strategy objectives and measures in the area of Education, Health Care and Social Security
 - provide overall support to specific activities related to Roma projects implemented within the Programme
- Organise and facilitate events, workshops, meetings and other functions related to activities empowering vulnerable groups
- Monitor closely the implementation of activities, identify, assess and report on risks and issues
- In coordination with the Sector Managers, ensure compliance between agreed implementation timelines and due payments, focusing on monitoring and reporting on expenditures
- Use European PROGRES and UNOPS tools for monitoring of Programme's performance, in line with the relevant policies and regulations
- Contribute to visibility of the Programme activities and donor's contribution
- Provide lessons learned and recommendations for future related activities
- Provide substantive inputs and support to preparation of work, financial, HR and Procurement plans and ensure implementation of the planned and envisaged activities
- Provide contribution to the Programme's reports, as envisaged by the Programme Document

Perform other duties as may be reasonably required and in line with the incumbent's scope of services above.

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 or equivalent, preferably in Law, Economy, Business Administration, Social or Political Science will be considered as an asset

b. Work Experience

- Six years of experience in social and economic empowerment of vulnerable groups are required in combination with a high school diploma. BA or MA degree may substitute for some years of experience.

c. Certification

- PRINCE2 Foundation Certification will be considered as an asset

d. Language Requirements

- Fluency in English and Serbian is required

e. Key Competencies

- Good understanding of social conditions in Roma settlements and culture in general is a strong asset
- 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
- 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 Licence

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=9846>

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