

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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<b>Vacancy code:</b>	VA/2016/B5109/10252
<b>Post Title:</b>	On-call Serbian Language Editor/Proof-reader
<b>Post Level:</b>	L-ICA 8
<b>Org Unit:</b>	ECR, RSPC, Serbia
<b>Duty Station (DS):</b>	Home based
<b>Duration:</b>	Up to 60 work days in period of one year, renewable subject to satisfactory performance and funds availability
<b>Closing Date:</b>	17 July 2016

### **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**

The purpose of this consultancy is to complete the proofreading (grammar, punctuation and spelling) of the contents of the selected written materials in Serbian language to ensure general quality before dissemination of publication. The objective is to secure high quality, accurate, and timely editing of presentations written in the Serbian language and pertaining to UNOPS activities in Serbia and related development context.

The incumbent will undertake the following activities/responsibilities related to proof-reading and copy editing for the selected written materials in the Serbian language:

- Proofread documents to correct grammar and typographic mistakes
- Ensure consistent and correct use of words, acronyms, hyphens, capital letters and spelling throughout all texts
- Edit documents to ensure quality, adjusting the style as necessary, ensuring consistency in narrative text, footnotes and tables
- Rectify any typographical and/or mechanical errors within at least three readings:
  - (1) in the text prior to its implementation into design of the publication
  - (2) within the draft design of the publication and
  - (3) after all corrections are implemented before finalisation of pre-press design
- Where required convert and proofread texts from Latin into Cyrillic and vice versa
- Control the quality of the existing key UNOPS' external communication and other projects' materials and reports. Provide instructions as necessary
- Correlation between the list of acronyms in the table and their occurrence throughout the text
- Correct/consistent line spacing and paragraph/table formatting. Check if figures and tables at the end of each annex are consistently and accurately referred to in the main body of the text
- Appropriate and consistent position of boxes, figures and tables through the annexes
- Consistent font(s) – as relevant
- Footnotes to be consistently numbered beginning afresh with each new annex
- Check facts and ensure error-free texts, and raise any related queries with the author
- Ensure that all references and sources are accurately and consistently stipulated
- Other tasks as per Supervisor's instructions relevant to a particular written material
- Provision of recommendations for improvement of presentation of information

## **3. Required Selection Criteria**

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### **a. Education**

- Master Degree in Serbian language and literature
- Bachelor's degree combined with two additional years of relevant work experience may be accepted in lieu of the Master Degree requirement

### **b. Work Experience**

- Two years of experience in proofreading, editing, translation, interpretation, adapting and writing documents preferably dealing with the development topics
- Experience with the international organisations is desirable but not mandatory

### **c. Language Requirements**

- Fluency in English and Serbian is required

### **d. Key Competencies**

- Excellent writing skills in Serbian and English
- Strong communication and interpersonal skills
- Meticulousness and attention to detail
- Produces high quality products under short deadlines
- Works independently and delivers results in a timely manner
- Manages complexities, focuses on results and responds positively to feedback
- Displays cultural, gender, religion, race, and nationality sensitivity and adaptability
- Computer literacy: MS Office, Internet

### **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=10252>

**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)