

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/B5109/10565
Post Title: Junior Communications Assistant
Post Level: L-ICA 4
Org Unit: ECR, RSPC, Serbia
Duty Station (DS): Belgrade, Serbia with travel to South East and South West Serbia
Duration: One year, renewable subject to satisfactory performance and funds availability
Closing Date: 10 August 2016

1. Programme 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, Kuršumljija 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 Svrljig 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 Communications Manager, the Junior Communications Assistant will assist in the implementation, monitoring and evaluation of Programme's communications and visibility activities, while observing cross-cutting aspects' guidelines for Good Governance, Gender Equality and Social Inclusion, thus providing support in ensuring a wider understanding of socio-economic challenges, encouraging citizens' action, and promoting European values.

The Junior Communications Assistant will undertake the following activities/responsibilities:

- Assist in the implementation of the External and Internal Communications Action Plans;
- Assist in the Programme related event management activities;
- Assist in the research and drafting of social media, website and newsletter content and other Programme related correspondence;
- Provide inputs on Programme social media statistics to internal and external reports and publications according to set formats;
- Assist in the preparation of Procurement and Human Resources related inputs for Communications Sector activities;
- Liaison with Communication Sector retainers – translators, photographers and designers to coordinate work and facilitate timely delivery of assigned tasks;
- Assist in monitoring the correct use of Programme brand on web and print content produced by partners;
- Continuous maintenance of the Programme document databases (share-drive and online) ensuring that the content is accurate, relevant and up-to-date;
- Continuous maintenance of the Programme photo archive and selection of appropriate graphics/images for inclusion with written content;
- Assists in the maintenance of the Programme website, by ensuring that online content is kept accurate, relevant and up-to-date;
- Continuous maintenance of all existing Programme monitoring tools including Municipal profiles, Programme Calendar of Events, Material Tracking Tool, All Programme Projects, Programme and Communication Sector database and similar;
- Assists in documentation and sharing of Programme's lessons learned and best practices.

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

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 above, in order to promote the common objectives of the RSOC and donors of its projects.

3. Required Selection Criteria

a. Education

- High school diploma is required.
- A Bachelor degree in communications, public relations, journalism or a related social science will be considered an asset.

b. Work Experience

- Four years of experience in communications are required in combination with a high school diploma.
- A Bachelor degree may substitute for some years of experience.

c. Language Requirements

- Fluency in English and Serbian is required

d. Key Competencies

- Proven writing skills
- Event organisation skills
- Social media skills
- Analytical, organizational and inter-personal skills
- Accountability for management of time, establishing clear performance goals, standards, & responsibilities
- Seeks and applies knowledge, information, and best practices from within and outside UNOPS
- Focuses on impact and result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude; remains calm, in control and good humored even under pressure
- Demonstrates commitment to UNOPS' mission, vision and values, including cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Builds strong relationships with clients and external actors
- Strong IT skills
- Drivers licence essential and ability to travel independently

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=10565>

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