



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/B5109/10625  
**Post Title:** Junior Project Assistant  
**Post Level:** L-ICA 4  
**Org Unit:** ECR, RSPC, Serbia  
**Duty Station (DS):** Belgrade, Serbia  
**Duration:** One year, renewable subject to satisfactory performance and funds availability  
**Closing Date:** 17 August 2016

### **1. Project(s) Background**

---

The "European Union Support for the Reconstruction of the Road Structures Affected by the Floods in Serbia" is the continuation of the European Union (EU) efforts to support the Republic of Serbia after the devastating floods that hit the country in May 2014 and to create conditions for the flood prevention and reaction in emergency situations. This project, whose budget is 10.49 million Euros, is implemented by the United Nations Office for Project Services (UNOPS) from January 2016-December 2018 (24 months execution period and 12 months for the Defects Notification Period).

As the result of the Project activities, up to 48 critical landslides will be remediated, and up to 14 road structures damaged by erosions will be reconstructed.

The project will be implemented in partnership and close cooperation with Government of the Republic of Serbia Office for Public Investment Management (PIMO), Public Enterprise Roads of Serbia (PERS), Delegation of the European Union (DEU) and Local self-governments.

### **2. Duties and Responsibilities**

---

#### **Purpose and Scope of Assignment**

Under the guidance and supervision of the Project Manager, the Junior Project Assistant provides support to the effective and efficient management of the Project through a range of actions contributing to planning, management and monitoring of the activities.

The Junior Project Assistant promotes client, quality and results-oriented approach and works closely with the Project Team, the Project Management Office and the Operations Section for effective achievement of the Project's results.

In particular, the Junior Project Assistant will perform the following tasks:

- Assist in formatting and updating of the Project's documents
- Provide support in maintenance of the Project's filing system
- Take notes and produce minutes of the meetings, interpret at the meetings and translate the Project's correspondence and reports
- Assist in preparing tendering documents
- Assist in preparing reports
- Assist the Lead Engineer in maintenance of the files related to the construction progress, contractors' and service providers' performance
- Assist the Lead Engineer in verification of the service providers' time sheets and invoices

- Provide support for the Project's communication and visibility activities
- Perform other duties as may be reasonably required and in line with the incumbent's scope of services above.

### **3. Required Selection Criteria**

---

#### **a. Education**

- High school diploma is required. A Bachelor degree in organisational or social sciences will be considered a strong asset.

#### **b. Work Experience**

- Four years of experience in project management environment is required in combination with a high school diploma. BA degree may substitute for some years of experience.
- Experience with the UN and/or UNOPS project management systems will be considered as an asset

#### **c. Language Requirements**

- Fluency in Serbian and English is required

#### **d. Key Competencies**

- Planning and organisation
- Communication skills
- Teamwork
- Result orientation
- Client focus
- 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
- Valid 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=10625>

**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 lower level than 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)