

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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**Vacancy code:** VA/2016/B5109/10841  
**Post Title:** Programme Officer for Competitiveness  
**Post Level:** LICA Specialist-8  
**Org Unit:** ECR, RSPC, Serbia  
**Duty Station (DS):** Belgrade, Serbia  
**Duration:** Eight months, renewable subject to satisfactory performance and funds availability  
**Closing Date:** 18 September 2016

### **1. Programme 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, 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**

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

Under the direct supervision of the Sector Manager for Competitiveness, the Programme Officer for Competitiveness will support the successful implementation of activities influencing competitiveness, focussing on strengthening local governance, planning and management capacities, increasing competitiveness of local economy and improved access to employment.

The Programme Officer for Competitiveness will support the Sector Manager to undertake the following tasks/duties:

### **Stakeholder Engagement**

- Maintain relationship with the relevant ministries, beneficiary local self-governments, development organisations and programmes, business associations and clusters, as well as other key stakeholders in the field of competitiveness
- Provide contribution in collating and developing external reports on sector developments used to inform donors and the key stakeholders of trends and conditions in the Programme Area

### **Delivery and Performance**

- Ensuring efficient and effective provision of technical support to local self-governments in implementation of electronic building permits system
- Support establishment of public private partnership (PPP) models for exploitation of the municipally owned land or facilities
- Facilitate support to businesses in common market approach and internationalisation through introduction of the international quality management and food safety standards
- Support agricultural producers in reaching common markets through geographical indication certification, introduction of the new production techniques and international standards on food safety
- Prepare the Terms of Reference for the Citizens' Satisfaction Survey and management of the selected contractor
- Monitor and facilitate delivery of vocational training programmes according to the identified local economy needs
- Coordination and management of personnel within the Competitiveness Sector, including on-call consultants

### **Procedures**

- Contribute to development and update of the Programme's plans and strategies, while in particular ensuring there is effective coordination and synergies among sector activities
- In cooperation with European PROGRES Programme and RSPC Operations Team, ensure efficient and effective management of budget for Competitiveness Sector activities
- Monitor and assess risks within the Competitiveness Sector, provide information on their identification, define and implement mitigation measures in accordance with the Programme's Risk Management Strategy
- Collect data and conduct analysis of benefits achieved with the contribution of the Competitiveness Sector and provide timely inputs to Programme's Benefits Review Plan in line with Benefits Review Procedure
- Provide timely and accurate reports and inputs as envisaged by the Programme Document
- Management and review of the quality of Competitiveness' Sector outputs
- Monitor and evaluate performance of service providers
- Contribute to efficient and effective use of European PROGRES Programme and UNOPS tools for

- monitoring of Programme's performance, outputs and benefits
- Contribute to high national and international visibility of the European PROGRES Programme, donors, UNOPS and the other stakeholders involved in the Programme by providing information on the Sector's activities

**Knowledge Management:**

- Participate in the relevant UNOPS Communities of Practice
- Collect data and provide inputs related to the Competitiveness Sector for the Lessons Learned Log in line with Lessons Learned Standard Operating Procedure
- Provide feedback to the Practice Leads on policy, supporting guidance with an aim towards continuous improvement of UNOPS' policies.

**Personnel Management:**

- Leading and motivating the Competitiveness Sector personnel and ensure they respect professional standards of conduct
- Contribute to good quality conduct of full appraisal cycle, completion of mandatory courses and encourage continuous learning and development of personnel
- Support personnel development through mentoring

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**

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**a. Education**

- Bachelor's Degree preferably in economics, business administration, social sciences or development studies is required
- Master's or PhD Degree in related discipline will be considered an advantage
- PRINCE 2 Certification would be an asset

**b. Work Experience**

- Two years of experience in competitiveness related activities in project management, strategic planning and working with the local governments and/or business community in Serbia is required

**c. Language Requirements**

- Fluency in English and Serbian is required

**d. Driving license**

- Driving license and ability to travel independently is required

**d. Key Competencies**

- Demonstrates commitment to UNOPS' mission, vision and values, including cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Excellent analytical, organisational and inter-personal skills
- Confirmed supervisory skills
- Public speaking clear and focussed, with ability to effectively communicate complex ideas to a non-specialist audience with little background in labour market economics

- Formulates written information clearly and persuasively
- Accountability for management of time, establishing clear performance goals, standards, and responsibilities
- Able to perform a variety of standard tasks related to results management, including screening and collecting of the Programme/ project documentation, projects data entering, preparation of revisions, filing, provision of information
- Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems
- Demonstrates openness to change and ability to manage complexities
- Initiates and sustains relationships with the key constituents
- Seeks and applies knowledge, information, and best practices from within and outside UNOPS
- Focusses 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 humoured even under pressure
- Willing to share knowledge and experience, while actively working towards continuing personal learning; coaching that strengthens internal personnel and/or municipal employees and municipalities
- Builds strong relationships with clients and external actors
- Strong IT skills

### **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=10841>

**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)