

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/B5109/10843
<b>Post Title:</b>	Programme Assistant for Competitiveness
<b>Post Level:</b>	LICA-5
<b>Org Unit:</b>	ECR, RSPC, Serbia
<b>Duty Station (DS):</b>	Belgrade, Serbia
<b>Duration:</b>	One year, renewable subject to satisfactory performance and funds availability
<b>Closing Date:</b>	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 Assistant for Competitiveness will provide support in implementation of all activities within the Competitiveness Sector including support to business enabling environment, establishment of public-private partnerships, support to small and medium-sized enterprises and agricultural producer groups in market approach and internationalisation and development and implementation of vocational training programmes, while primarily focusing on enhancing competitiveness through interventions with the private sector.

The Programme Assistant for Competitiveness will undertake the following tasks/duties:

- Maintain relationship with development organisations and programmes, clusters, cooperatives, businesses, business associations, local self-governments and other key stakeholders in the field of competitiveness in the Programme Area of Responsibility
- Provide contribution in collating and developing external reports on sector activities related to private sector development used to inform donors and the key stakeholders of trends and conditions in the Programme Area
- Provide support to the Programme's communication and visibility activities
- Assist in implementation of activities aiming at enhanced competitiveness of small and medium sized enterprises (SMEs) through introduction of the international quality management and food safety standards by updating activity progress tracking sheets, obtaining inputs from beneficiaries and service providers, conducting field visits to beneficiary sites when needed, recording meeting minutes
- Assist in implementation of activities aiming at enhanced competitiveness of local governments through creation of jobs in the private sector by collecting data from the field and procurement personnel on status of initiated procurements, updating activity progress tracking sheets, obtaining inputs from beneficiaries and contractors, assist in field monitoring of conducted activities
- Assist in preparing the Terms of Reference for the Citizens' Satisfaction Survey in the last year of the Programme implementation and provide assistance in facilitating activities of the selected contractor by collecting data needed for development of the ToR from Programme personnel and beneficiary LSGs
- Assist with implementation of other Competitiveness Sector' activities, as requested by the Sector Manager including but not limited to provision of programme and administrative assistance for tracking implementation and reporting on other Competitiveness Sector – related interventions.
- Assist in development, update and implementation of the Programme's plans and strategies by collecting and compiling inputs from other Competitiveness Sector personnel, updating progress against the work, procurement and HR plans
- Contribute to identification and assessment of risks and implement mitigation measures in accordance with the Programme's Risk Management Strategy by collecting and compiling inputs from other Competitiveness Sector personnel, providing consolidated inputs for Risk Registry
- Assist in production of reports as envisaged by the Programme Document
- Assist in monitoring and evaluation of performance of service providers for activities implemented under the Competitiveness Sector by keeping track on the progress of their activities and recording it in the activity progress tracking sheets
- Contribute to efficient and effective use of European PROGRES and UNOPS tools for monitoring of the Programme's performance, outputs and benefits by assisting in provision of inputs for their update
- Contribute to high national and international visibility of the European PROGRES, donors, UNOPS and the other stakeholders involved in the Programme by ensuring that all provided inputs are

- aligned with the Programme Communications Strategy
- Participate in the relevant UNOPS Communities of Practice
- Contribute to identification and sharing of the Programme's lessons learned and best practices
- Assist in monitoring and assessment of performance of external consultants by gathering data on their engagement, collecting and storing their reports, communicating directly with consultants on administrative issues related to management of their time sheets
- Perform other duties as may be reasonably required and in line with the incumbent's scope of services above.

At the request of the UNOPS Serbia (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 Donors of its projects.

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

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#### **a. Education**

- High school diploma is required
- Bachelor's degree in economics, social sciences, management or development studies is an asset
- PRINCE 2 Certification would be an asset

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

- Five years of experience with the business community in Serbia is required
- Experience with one or more competitiveness related activities: assistance to clusters and cooperatives, assistance to businesses, implementation of international quality management and food safety standards is required
- Experience in working with local self-governments will be considered as an asset

#### **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
- Communication skills
- Team work and interpersonal skills
- 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
- 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=10843>

**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)