



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/B5109/10849
Post Title: Junior Administrative Assistant
Post Level: L-ICA 4
Org Unit: ECR, RSPC, Serbia
Duty Station (DS): Belgrade, Serbia
Duration: Six months, renewable subject to satisfactory performance and funds availability
Closing Date: 20 September 2016

1. Project(s) Background

The United Nations Office for Project Services (UNOPS) mission is to serve people in need by expanding the ability of the United Nations, governments and other partners to manage projects, infrastructure, and procurement in a sustainable and efficient manner. UNOPS provides its partners with advisory, implementation and transactional services and its focus is always on developing national capacity. It is the first organisation in the world that was awarded four most prestigious accreditations for the project management, and it incorporates global best practices such as PRINCE2®. For its approach to project management and consistent quality UNOPS received ISO 9001 certification in 2011.

In Serbia, UNOPS has been active since 2000, and it established the Serbia Project Centre (RSPC) in 2013. UNOPS Serbia has been a reliable partner of the Government of the Republic of Serbia in providing support for demanding socio- economic reforms, and facilitation of European Union integrations. All UNOPS Serbia projects promote human rights protection, good governance and gender equality.

Currently, the RSPC is implementing eight projects, in the areas of: rehabilitation of the damage incurred during May 2014 floods in Serbia, sustainable municipal development, creating more favourable environment for employability, business and infrastructure growth, enhanced good governance, social inclusion including durable housing solutions for the most vulnerable population and their access to health, education and jobs.

2. Duties and Responsibilities

Purpose and Scope of Assignment

Under the guidance and supervision of Administrative Associate, the Junior Administrative Assistant will assist to the Operations Sector through a range of actions contributing to planning, management and monitoring of the activities.

The Junior Administrative Assistant promotes a client, quality and results-oriented approach and works closely with Operations Sector, Project Management Office (PMO) and project teams so to ensure effective service delivery.

In particular, the Junior Administrative Assistant is responsible to:

- Provide full support to Reception/Registry Unit through:
 - Welcomes visitors and operates switchboard
 - Assisting in providing administrative and secretarial support to the RSPC Manager
 - Assisting in distribution of relevant correspondence and documentation through

- o appropriate channels
- o Keeping updated lists of names, addresses and telephone numbers of high-level officials, heads of UN Agencies, members of diplomatic corps, and other strategic partners
- o Assisting in preparing agendas and gathers briefing materials for the Representative's use during official trips or special meetings
- o Prepare weekly schedule of the meeting room, review schedule daily and inform concerned staff accordingly
- o Assisting in maintaining the Registry Database, receiving, registering and logging all incoming correspondence (letters, fax, UN Pouch, DHL)
- Assist Finance Unit in following:
 - o Maintaining financial filing system
- Assist HR Unit in following:
 - o Administration of recruitment process
 - o Processing of Retainer's payments
 - o Maintaining HR filing system
- Assist to Logistics Unit in following:
 - o Processing travel documentation

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 of this ToR, in order to promote the common objectives of the RSPC and donors of its projects.

3. Required Selection Criteria

a. Education

- High school diploma is required
- Bachelor's degree in Finance, Economy, Business Administration or related field is an asset

b. Work Experience

- Four years of relevant experience in administrative support services in combination with a high school diploma. Bachelor's 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 English and Serbian is required

d. Driving license

- Driving license is an asset

e. 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

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=10849>

This is a local position, it is therefore 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