

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/B5109/10921
Post Title: Programme Support Officer
Post Level: LICA Specialist-9
Org Unit: ECR, RSPC, Serbia
Duty Station (DS): Belgrade, Serbia
Duration: One year, renewable subject to satisfactory performance and funds availability
Closing Date: 3 October 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 Svrlijig 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

The Programme Support Officer reports to the National Programme Manager who provides broad supervision and guidance. The role is responsible for supporting the National Programme Manager with the day-to-day operations of the programme and coordinating programme progress and implementation. In Coordination with RSPC Operations support he/she maintains close monitoring on the programme operational and financial performance, identifies probable issues that may need attention, supports in problem analysis and solution identification as necessary, coordinate resolution as per action-items assigned, drafting required correspondences to stakeholders concerned and preparation of programme reports.

Support Functions / Key Results Expected

Summary of Support functions:

1. Project Implementation Support
2. Financial and procurement delivery coordination
3. Project monitoring and reporting
4. Stakeholder management, coordination and liaison
5. Knowledge management and innovation
6. Supervision

Project implementation support

- Preparation and maintenance of project files, including internal and external project reports
- Manages information flows and oversee change controls, risk registers and issue management by establishing document control procedures
- Manages assigned delivery of work packages and take responsibility for progress
- Coordinates and liaises with the National Programme Manager on the implementation progress
- Advises the National Programme Manager of any deviations from the plan and update plans
- Works with the National Programme Manager to identify and manage risks

Financial and procurement delivery coordination

- Ensures effective coordination between the Programme and RSPC Operations
- Supports preparation of procurement plan and monitor its progress and implementation with the Procurement Unit
- Supports the National Programme Manager by monitoring budgets, cash flow and reporting on expense obligations to ensure that deliverables are met
- Alerts the National Programme Manager on any financial shortfalls and over-expenditures
- Proposes budget revision and initiates corrective action with the RSPC Operations when necessary
- Ensures accurate data entry into UNOPS ERP (Enterprise Resource Planning) system

Project monitoring and reporting:

- Provides substantive inputs to support the National Programme Manager in the preparation of project reports and documents
- Maintains records of project files and other supporting documents
- Maintain the following records: Quality Register, Configuration Item Records and all other registers/logs delegated by the National Project Manager
- Supports the National Programme Manager in maintaining the following:
 - Electronic Blue File
 - Procurement, HR and Finance files as required by Organizational Directive (OD) 12
- Manages the compilation, consolidation and analysis of relevant data of the mission

- Supports the National Programme Manager in the preparation of project completion reports and ensures compliance with contractual obligations

Stakeholder Engagement

- Ensures efficient coordination and synergies between European PROGRES four sectors
- Establishes and cultivates relations with relevant ministries and national institutions, local self-governments, civil societies and business organisations, as required and agreed with the National Programme manager

Knowledge Management and innovation:

- Supports the compilation of lessons learned as per defined reporting format
- Contributes to the dissemination and sharing of best practices and lessons learned for planning and knowledge building
- Contributes to expertise in tools and techniques

Supervision:

- Organises and coordinates work of the Programme Coordinators, the Programme Associates and Grant Administrative Assistants

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

a. Education

- Bachelor's Degree preferably in Business Administration, Logistics, Emergency Management, International Relations is required
- Master's or PhD's Degree in related discipline will be considered as an asset
- PRINCE 2 Foundation/Practitioner Certification will be considered as an asset

b. Work Experience

- Minimum two years of experience in the field of Project Management and/or Operations Management with focus on monitoring, reporting, development and coordination is required
- Experience in humanitarian emergency operating contexts, including humanitarian coordination mechanisms, donors, security, and operations management is an asset
- Experience and demonstrated knowledge of procedures in Procurement, Finance, HR Management and administrative rules and regulations is 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

Core competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favouritism

Functional competencies:

- Ability to work under extreme pressure, on occasion in a highly stressful environment (e.g. civil strife, natural hazards and humanitarian crisis)
- Strong interpersonal skills and ability to establish and maintain effective partnerships and working relations with people in a multi-cultural environment
- Ability to manage, organize, plan and implement work assignments
- Cope effectively with competing demands and work under pressure of frequent and non-negotiable deadlines
- Strong analytical and problem solving skills and ability to handle a range of management and coordination issues

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=10921>

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