



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

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**Vacancy code:** VA/2016/B5109/11438  
**Post Title:** Social Inclusion Assistant  
**Post Level:** LICA 5  
**Org Unit:** ECR, RSPC, Serbia  
**Duty Station (DS):** Belgrade, Serbia  
**Duration:** One year, renewable subject to satisfactory performance and funds availability  
**Closing Date:** 9 January 2017

### 1. Programme Background

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The second phase of the Livelihood Enhancement for the Most Vulnerable Roma Communities in Belgrade project (Let's Build a Home Together - LBHT2) is funded by the European Union (EU) with 1.5 million Euros and will be implemented by the United Nations Office for Project Services (UNOPS) over 24 months. The project's objective is to provide durable housing solutions, in multi-family social housing building or village houses, for up to 50 Roma families currently residing in mobile settlements. The project is aligned with the City of Belgrade Action Plan for the Resettlement of the Residents of Makiš, Resnik, Jabučki Rit and Kijevo Container Settlements (RAP).

In order to ensure sustainability of action, the project has been aligned with the key Republic of Serbia's strategic documents and legislation, primarily the Strategy for Social Inclusion of Roma Men and Women, but also those that focus on the improvement of the human rights, freedom and equality of the vulnerable groups. The action is fully in line with the international human rights law and the United Nations (UN) standards of the right to adequate standards of living.

The key project partners include the City of Belgrade, the European Integration Office of the Government of the Republic of Serbia, the Office for Human and Minority Rights, the Social Inclusion and Poverty Reduction Unit, as well as the National Minority Council of the Roma National Minority.

### 2. Duties and Responsibilities

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#### Purpose and Scope of Assignment

Under the guidance and supervision of the National Project Officer, the Social Inclusion Assistant provides support to the effective and efficient management of the project through a range of actions contributing to the planning, management and monitoring of project activities.

The Social Inclusion Assistant promotes a client, quality and results-oriented approach and works closely with the project team, Project Management Office (PMO) and Operations for effective achievement of project results.

In particular, the Social Inclusion Assistant will perform the following tasks:

- Provide technical support to the National Project Officer in planning, implementing, monitoring and evaluation of project activities, including the support to the strategic planning process and contribution to development of project's strategies
- Provide support in activities of implementing partners and the City of Belgrade related to the consultations with the beneficiary families
- Assist in liaison with the beneficiaries' focal points and the focal points in the receiving communities

- Contribute to updates of the project's methodologies for consultations with beneficiaries and the receiving communities
- Participate in presentation of locations and technical designs to beneficiaries
- Participate in the work of the Social Housing Commission
- Support the process of signing the tenancy agreements between the City of Belgrade and the beneficiaries
- Support organisation and conduct of the environment protection workshops
- Support preparation and implementation of the Relocation Schedule and Assistance Plan
- Assist in planning, implementation and monitoring of the socio-economic activities with the beneficiary families, with a special focus on women, and developing ideas related to income generation that are supported by the project
- Support assessment of needs for furniture
- Support implementation and monitoring of activities related to the village housing
- Maintain beneficiaries' database and provide statistical analyses and reports as requested
- Assist in formatting and updating of the project's documents
- Provide support in maintenance of the project's filing system in oneUNOPS
- Assist in preparing tendering documents
- Assist in the preparation of reports
- Assist the National Project Officer in verification of the service providers' time sheets and invoices
- Provide support for the project communication and visibility activities
- Participate in coordination with other UNOPS' implemented projects that tackle the improvement of living conditions of Roma
- 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, provides 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**

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

#### **b. Certification**

- PRINCE2 Foundation Certification would be an asset

#### **c. Experience**

- Five 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 UN and/or UNOPS project management systems will be considered as an asset

#### **d. Language requirements**

- Fluency in Serbian and English is required

#### **e. Driving license**

- Driving license and ability to travel independently is required

#### **f. 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 knoweldge 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 Jobs at following link:

<https://gprs.unops.org/Pages/ViewVacancy/VADetails.aspx?id=11438>

**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)