



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/B5109/11424
Post Title: National Project Officer
Post Level: LICA 8
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

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

Purpose and Scope of Assignment

The National Project Officer is responsible for the day-to-day operations of the project and provides services to the donor, partners and beneficiaries. S/he is expected to meet and exceed the organisations performance and delivery goals.

The National Project Officer is responsible to get in-depth knowledge of the project initiation documents (PID), Legal Agreement and have a thorough understanding of the terms, conditions, and the respective roles and responsibilities of the partners/stakeholders to ensure the project products are capable of meeting the business cases for both UNOPS and the donor.

The National Project Officer will follow the project lifecycle from inception to completion using standard UNOPS project lifecycle practices and artefacts, which will be provided with guidance and support by the Project Management Office (PMO).

At the request of UNOPS Serbia Manager and as may be reasonably required, s/he will provide support to activities in line with the scope of the services of this Terms of Reference (ToR), in order to promote the

common objectives of the UNOPS Serbia and donors of its projects.

The National Project Officer is responsible for all aspects of the project life cycle. S/he must be able to apply, with directions, the below duties and responsibilities of the project success criteria:

Stakeholder Engagement:

- Establish solid working relationship with the project board (Executive, Senior Users and Senior Suppliers), client and key stakeholders
- Manage communications and ensure stakeholders are aware of project activities, progress, exceptions and are in a position to accept handover products
- Provide quality advise to the donor on issues that may impact the achievement of project outcomes (including issues of sustainability and post project requirements such as maintenance)
- Manage the information flows between the Project Steering Committee/UNOPS Serbia Manager and the project
- Manage communications and visibility aspects of the project, while respecting the EU Communications and Visibility Manual, ensuring that the stakeholders and general public are aware of the project activities, results and impact

Delivery and Performance:

- Develop and maintain project plans
- Implement approved project plans (including the establishment of milestones) within tolerances set by the Project Steering Committee
- Embed sustainability dimensions including social and gender inclusion, environmental and economic aspects into project life cycle
- Manage the production of the required products (including project's strategies), taking responsibility for overall progress and use of resources and initiating corrective action where necessary
- Liaise with any external suppliers or account managers
- Authorise Work Packages
- Advise the Project Steering Committee and UNOPS Serbia Manager of any deviations from the plan
- Identify and manage risks so that maximum benefit to client and stakeholders is achieved
- Manage and review product quality and ensure products are accepted
- Monitor and evaluate performance of service providers
- Identify and report potential business opportunities for UNOPS to supervisor
- Identify and report threats to UNOPS internal business case to supervisor.

Procedures:

- Follow the Project Management Cycle Instructions and ensure that the project complies with UNOPS Organisational Directives and Administrative Instructions
- Prepare/adapt the following plans for approval by the Project Steering Committee: i. Project Initiation Documentation; ii. Stage/Exception Plans and relevant Product Descriptions
- Prepare:
 - i. Monthly Reports
 - ii. End Stage (quarterly) Reports
 - iii. Operational Closure Checklist
 - iv. Final Project Report
 - v. Handover Report
- Maintain the following: i. oneUNOPS (online) document repository; ii. Procurement, HR and Finance files as required by those practices as per OD12.
- Ensure that all expenditure comply with UNOPS Financial Rules and Regulations (FRR)
- Manage budgets, cash flow and obligations to ensure that deliverables are met and payments to contractors and personnel are received on time
- Understand and manage UNOPS overheads, allocable charges, and related corporate charges as they apply to the project
- Understand the unique structures of the UN and budget appropriately for personnel
- Manage and remain accountable for expenditures against the budget (based on accurate financial

- reports)
- The National Project Officer is responsible to monitor and instruct/request others to carry out the relevant commitments and disbursements.

Knowledge Management:

- Participate in the relevant Communities of Practice
- Actively interact with RSPC Project Managers to share case studies, lessons learned and best practice on the Knowledge System
- Provide feedback to Practice Leads on policy, supporting guidance with an aim towards continuous improvement of UNOPS policies
- Complete lessons learned as per reporting format
- Incorporate lessons learned from others as per planning format.

Personnel Management:

- Lead and motivate the project team by building a collaborative work environment
- Ensure that behavioural expectations of team members are established
- Ensure that performance reviews are conducted
- Identify outstanding personnel and bring them to the attention of the UNOPS Serbia Manager
- Have a thorough understanding of UNOPS personnel contract modalities
- Select, recruit and train team as required by project plans
- Perform the Team Manager role
- Ensure safety and security for all personnel and comply with the United Nations Department of Safety and Security (UNDSS) standards.

Core Values and Principles:

- Understand and respect UNOPS sustainability principles
 - Look for ways to embed UNOPS sustainability principles in day to day project management
 - Seek opportunities to champion gender equality at work place
 - Champion and communicate project's sustainability aspects with key stakeholders
- Understand and Respect national ownership and capacity
 - Understand the principles of the Paris Declaration on aid effectiveness and mainstream them into the project plans
 - Seek opportunities to recruit qualified local personnel
 - Look for ways to build capacity of local counterparts
- Partnerships and Coordination
 - Understand the UN Development Assistance Framework (UNDAF) and UNOPS, the project's place in the UN system
 - Strive to build strong partnerships and effective coordination among relevant project actors (e.g. United Nations, governments, and non-governmental organisations or other relevant partners)
- Accountability for results and the use of resources
 - The project management processes are designed to deliver maximum accountability, transparency and results. If a project or processes is not in line with this, it is the responsibility of the National Project Officer to raise the issue to a supervisor
- Excellence
 - Contribute to innovation and the adaptation of best practice standards of sustainability and quality.

Performs other duties as may be reasonably required and in line with the incumbent's scope of services above.

At the request of UNOPS Serbia 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

a. Education

- Bachelor's Degree preferably in Project Management, Business Administration, International Relations, Political/Security/Development/Social Studies, or other relevant discipline is required
- Master's or PhD in relevant discipline will be considered an advantage and may substitute for some of the required experience

b. Work Experience

- Minimum two years of progressive experience in project development and management, with focus on monitoring, reporting, development and coordination in either public or private sector organisations is required

c. Certification

- PRINCE 2 Foundation/Practitioner Certification will be considered as an asset

d. Language Requirements

- Fluency in English and Serbian is required

e. Driving license

- Driving license and ability to travel independently is required

f. 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
- 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
- Builds strong relationships with clients and external actors
- Strong IT skills

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 Jobs at following link:

<https://gprs.unops.org/Pages/ViewVacancy/VADetails.aspx?id=11424>

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