

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/2017/B5109/11652
Post Title:	Technical Specialist for Assessment of Media Equipment (Audio, Video and IT) – Retainer position
Post Level:	LICA Specialist-8
Org Unit:	ECR, RSPC, Serbia
Duty Station (DS):	Home based
Duration:	Up to 30 work days in period from March to June 2017
Closing Date:	20 February 2017

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, Kuršumlija 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

European PROGRES in partnership with the Delegation of the EU to Serbia (DEU) and the European Integration Office of the Government of the Republic of Serbia (SEIO) has launched the Competition for the Best Media Reports on European Integration in the South East and South West Serbia¹ in order to promote professional and high quality media reporting and to increase general public awareness of the EU integration and its benefits for the citizens in the Programme area.

The media outlets that win the competition will be awarded the new audio visual, audio and/or computer equipment with or without accompanying software, in the amount of up to 5,000 Euros².

Under the direct supervision of the Communication Sector Manager and in cooperation with UNOPS Procurement Unit, Technical Specialist for Assessment of Media Equipment (Audio, Video, IT) shall undertake the following tasks:

- Desk review of the requests for technical equipment as submitted by the media outlets as a part of contest required documentation
- Conduct field visit to the individual winning media outlets to ensure that clear and precise technical specifications are defined and are compatible with the existing equipment where applicable
- Conduct the analysis of the required products e.g. performance requirements, characteristics and compatibility of the required products/items with the existing equipment and subsequently develop and clearly define the technical specifications of the equipment to be procured in cooperation with the individual winning media outlets and UNOPS Procurement Section in English and Serbian
- Conduct sourcing and market research in order to gather information on the requested products available in the market for UNOPS Procurement purposes
- Participate in answering questions regarding technical specification and/or preparing Questions and Answers, to potential bidders during solicitation process
- Participate as an observer in the technical evaluation and provide support to Technical Evaluation Committee namely by conducting analysis and review to ensure compliancy in technical specifications between advertised and received offers
- The final evaluation of the technical specifications will be conducted by the procurement official responsible for the process to verify compliancy with the UNOPS procurement rules
- Monitor delivery of the equipment and control the compliance of the technical specifications stated in contractual terms and conditions with the received equipment

3. Required Selection Criteria

a. Education

- Bachelor's degree preferably in Dramatic Arts, Journalism, Electrical Engineering and Computer Science, Technical Sciences or similar is required
- Master's or PhD in relevant discipline will be considered an advantage

¹ The Competition Propositions and the Application Form available on the European PROGRES website <http://www.europeanprogres.org/pozivi/en/>

² The equipment that will be donated will be procured by UNOPS/European PROGRES in accordance with organisational regulations

b. Work Experience

- Minimum two years of relevant experience in the media sector, print media, TV, film and radio production is required
- Experience in work with technical equipment used in the media sector will be considered as an asset

c. Language Requirements

- Fluency in Serbian is required
- Intermediate knowledge of task relevant terminology in English is required

d. Driving license

- Driving license and ability to travel independently is required

d. Key Competencies

- Thorough understanding of the technical needs/requirements of the media sector
- Knowledge of the equipment used in the media sector, namely audio, audio and visual and computer equipment
- Analytical thinking and research
- Excellent IT skills
- Consulting skills
- Strong, demonstrated understanding of client service
- Excellent communication skills both written and verbal. Able to communicate at all levels of an organisation
- Ability to work independently and take responsibility for all outputs which must be consistent, with sufficient depth, accuracy, and thoroughness

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://jobs.unops.org/Pages/ViewVacancy/VADetails.aspx?id=11652>

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