

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/2017/B5109/12040 |
| Post Title: | Social Protection Policy Consultant – Retainer position |
| Post Level: | LICA Specialist-8 |
| Org Unit: | ECR, RSOC, Serbia |
| Duty Station (DS): | Home based |
| Duration: | Up to 65 working days in the period of six months |
| Closing Date: | 09 April 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, 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

Under the supervision of European PROGRES Sector Manager for Good Governance and Social Inclusion, and overall supervision of the National Programme Manager, the Social Protection Policy Consultant will undertake the following tasks/duties, in accordance to the Programme's approach and plans for this activity:

Assessment of legal framework and regulations at national and local level:

- Collect and analyse strategic and legal framework of importance for the establishment of vertical coordination and cooperation in the area of social protection;
- Analyse and organise findings according to the three main vertical dimension principles: subsidiarity, fiscal equivalence and accountability, having in mind broad aspects of decentralisation, overall system of municipal finance and equalisation;
- Thoroughly analyse the first findings on the topic from the workshops the Programme had conducted, and provide relevant recommendations for moving forward;
- Develop a questionnaire for the assessment of the existing institutional framework (legal framework, organisation, finances) in order to define gaps in vertical coordination;
- Analyse the questionnaire results and collect, compile and extract all relevant data collected during the process;

Conduct workshops and consultative meetings:

- Develop participative approach to identify needs and local priorities in the area of social protection policies through delivery of workshops for LSGs and national institutions representatives, and sub-regional workshops/consultative meetings with LSGs.
- Conduct interviews with representatives of local self-governments, national institutions and other relevant stakeholders related to issues which affect the relation of cooperation and coordination between the national and local governmental level;
- Analyse results obtained through participative approach and consultations with relevant stakeholders in the process, as well as defining specific findings which should include situation analysis, specific expert recommendations to address identification of barriers-findings;

Prepare Final Report

- Complete the report with conclusions on overall findings and recommendations for improvement of vertical coordination and cooperation in the field of social protection.

3. Required Selection Criteria

a. Education

- Bachelor's Degree preferably in Law, Public Administration, Political Sciences, Social Sciences or relevant field is required.
- Master's Degree in relevant discipline will be considered an advantage.

b. Work Experience

- Minimum two years of proven and relevant professional experience in social protection policy, preferably working with both tiers of government, especially of local level (LSGs) is required.
- Experience in developing and writing papers, policy level documents and similar, particularly related to social protection policy issues will be considered as an asset.

c. Language Requirements

- Fluency in Serbian
- Fluency in English, both speaking and writing

d. Driving license

- Driving license and ability to travel independently will be considered as an asset

d. Key Competencies

- Strategic and analytical thinking
- Consulting skills
- Strong, demonstrated understanding of client service
- Strong writing skills, excellent presentation and facilitation skills
- Excellent communication skills both written and verbal. Able to communicate at all levels of an organisation.
- Excellent understanding of the government structures, links, processes and pertained legal and regulatory framework relevant to social protection policy.
- Ability to balance a process-drive approach while generating innovative ideas
- Experience in the use of computers and office software packages (MS Word, Excel, etc).
- Must be able 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=12040>

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