

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/B5109/12061
Post Title:	Junior Social Inclusion Assistant – Retainer position
Post Level:	LICA 4
Org Unit:	ECR/Serbia Operations Centre
Duty Station (DS):	Home based
Duration:	Up to 90 work days in period from April to December 2017, renewable subject to satisfactory performance and funds availability
Closing Date:	9 April 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

Under the supervision of the National Project Officer, the Junior 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.

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

- Support activities of the project implementing partners, in particular the City of Belgrade Secretariat for Social Welfare, related to the consultations with the beneficiary families
- Assist in liaison with the beneficiaries' focal points and the focal points in the receiving communities
- Provide technical support to the work of the Coordination Body, Social Housing and Village Housing Commissions and prepare minutes of the meetings
- Participate in technical meetings with the Beoland
- Support the process of preparing and signing the tenancy agreements between the City of Belgrade and the project beneficiaries
- Support assessment of beneficiaries' needs for furniture

- Support preparation and implementation of the Relocation Schedule and Assistance Plan
- Support the City of Belgrade Secretariat for Social Welfare in defining the structure of the beneficiaries' database
- Fill in and maintain beneficiaries' database
- Prepare individual weekly and monthly reports and provide inputs for the project reports
- Provide support for the project communication and visibility activities
- Perform other duties as may be reasonably required and in line with the incumbent's scope of services above.

At the request of UNOPS Serbia Operations Centre (RSOC) Manager and as may be reasonably required, provides support to the RSOC activities in line with the scope of services above in order to further the common objectives of the RSOC and donors of its projects.

3. Required Selection Criteria

a. Education

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

b. Experience

- Minimum four years of experience in project management environment is required in combination with a high school diploma. Bachelor's degree may substitute for some years of experience.
- Experience with vulnerable groups and social housing projects is an asset

c. Language requirements

- Fluency in Serbian is required
- Good knowledge of English is desired

d. Driving license

- Driving license and ability to travel independently is required

f. Functional Competencies

- Demonstrates commitment to UNOPS' mission, vision and values, including cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Good 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
- 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://jobs.unops.org/Pages/ViewVacancy/VADetails.aspx?id=12061>

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