

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/B5109/12311  
**Post Title:** On-call Legal Consultant – Retainer position  
**Post Level:** LICA Specialist-8  
**Org Unit:** ECR/Serbia Operations Centre  
**Duty Station (DS):** Home based  
**Duration:** Up to 40 work days in period from June to December 2017, renewable subject to satisfactory performance and funds availability  
**Closing Date:** 18 June 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) will 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 funded by the European Union (EU) with 1.5 million Euros and will be implemented by the United Nations Office for Project Services (UNOPS), in a partnership with the City of Belgrade over 24 months.

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 prepared taking into account the provisions of 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 project will be implemented in cooperation with 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 overall guidance of the National Project Officer, the On-call Legal Consultant will undertake the following general tasks/duties:

- In line with positive Serbian legislative, rules and regulations review and provide legal opinion about documents regarding property ownership for village houses proposed for purchasing
- Establish and maintain communication with the owners/vendors of the proposed village houses
- Support the beneficiary families and the owners/vendors in the process of preparing necessary documentation required for the process of purchasing village houses
- Prepare the agreements and contracts related to purchasing of village houses
- Maintain and facilitate access to the notary system for beneficiaries and vendors
- Ensure obtaining of the ownership list for the purchased village houses
- Prepare a report which will analyse tasks achieved, suggest procedures and propose solutions for specific legal issues in the process of purchasing of village houses to the National Project Officer and the project team
- Undertake any other responsibilities that may be assigned as and when required by the National Project Officer.

### 3. Required Selection Criteria

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#### a. Education

- Bachelor's Degree in Law is required
- Master's Degree in relevant discipline will be considered as an asset

#### b. Experience

- Minimum two years of relevant work experience in providing legal support in project environment is required
- Experience with the international organisations is an asset
- Experience with vulnerable groups and/or village housing projects is an asset

#### c. Language requirements

- Fluency in Serbian is required
- Good knowledge of spoken and written English is desirable

#### d. Driving license

- Driving license and ability to travel independently is required

#### f. Functional Competencies

- Understanding of local government and knowledge of national laws
- Understanding of the real estate sector and local economy
- Demonstrates commitment to UNOPS' mission, vision and values
- Displays cultural, gender, religion, race, and nationality sensitivity and adaptability
- Effective communication and interpersonal skills
- Ability to work independently and as part of a team
- Excellent organisational and inter-personal skills
- Strong writing and good presentation and facilitation skills
- Ability to motivate others and inspire change
- Respect of professional standards
- Focuses on result and responds positively to feedback
- Willing to share knowledge and experience
- 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://jobs.unops.org/Pages/ViewVacancy/VADetails.aspx?id=12311>

**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)