

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/2018/B5109/15101
Post Title: Programme Technical Advisor
Post Level: LICA Specialist-9
Org Unit: ECR, RSOC, Serbia
Duty Station (DS): Belgrade, Serbia
Duration: One year, renewable subject to satisfactory performance and funds availability
Closing Date: 5 March 2018

1. Programme Background

The European Union Support to Municipal Development – EU PRO Programme¹ will contribute to a more balanced socio-economic development of Serbia, by enhancing competitiveness and social cohesion of 99 municipalities, in two regions: Šumadija and Western Serbia and South and Eastern Serbia.² The European Union (EU) has allocated 25 million Euros for the implementation of the Programme during 36 months. The United Nations Office for Project Services (UNOPS) was selected for indirect management, through a Call for Expression of Interest.³

There are three results that the Programme will achieve:

- Result 1: Improved technological structure of SMEs and their ability to export
- Result 2: Improved conditions for business operations through more efficient administrative service provision, better land management and specific infrastructure investments
- Result 3: Better social cohesion and attractive living environment through improvement of small scale public infrastructure and social relations.

The direct beneficiaries of the EU PRO are local administration structures, local SMEs, civil society organisations (CSOs) and business support organisations (BSOs). The final beneficiaries are the inhabitants of 99 municipalities.

The EU PRO Programme is based on the National Priorities for International Assistance in the Republic of Serbia 2014-2017, with projections until 2020 (NAD)⁴, significant for Serbia's EU accession process and socio-economic development. Its activities will be undertaken in partnership with the Government of Serbia, while respecting the national strategies, laws and relevant development documents, in order to ensure national ownership and help develop national capacities.

2. Duties and Responsibilities

Purpose and Scope of Assignment


Under guidance and supervision of the Programme Manager, and in close coordination with the Deputy Programme Manager, the Programme Technical Advisor is responsible for provision of specialised knowledge and skills related to local and regional development, competitiveness, and creation of business enabling environment. He or she will play an important role in design of the EU PRO activities and in ensuring that the Programme outputs are the most adequate for achievement of the desired outcomes. The Programme

1 The Programme is based on Serbia Local Development Action Document within the Instrument for Pre-accession Assistance (IPA) 2016 <http://europa.rs/eu-assistance-to-serbia/ipa/ipa-2016/?lang=en>

2 Forty-five municipalities are from the third and the fourth category of development, 44 are from the first and the second. The two regions, Šumadija and Western Serbia and South and Eastern Serbia, are less developed comparing to Belgrade and Vojvodina.

3 The Call was organised by the Delegation of the European Union (DEU) in cooperation with the then European Integration Office of the Republic of Serbia (SEIO) in July 2016. The criteria included adequate administrative, financial and technical capacity, as well as criteria related to the quality of the Concept Note, including relevance; consistency with the objectives, results and activities of the Action, expected impact; sustainability and cost-effectiveness.

4 Available at: [http://www.evropa.gov.rs/Documents/Home/DACU/12/74/NAD%202014-2017%20with%20projections%20until%202020%20\(english\).pdf](http://www.evropa.gov.rs/Documents/Home/DACU/12/74/NAD%202014-2017%20with%20projections%20until%202020%20(english).pdf)



Technical Advisor will regularly advise Programme sectors in development of grant schemes ensuring synergy among different EU PRO activities, conduct analysis of development trends that are relevant for the Programme and participate in identification, development, and evaluation of projects. He or she will liaise with the key Programme stakeholders and provide strategic advice to the Programme beneficiaries related to local and regional economic development.

Specific duties and responsibilities will include:

- Establish and cultivate professional relations with the relevant counterparts in the Ministry of European Integration, the Ministry of Economy, the Ministry of Construction, Transport, and Infrastructure, the Development Agency of Serbia, and the Public Investment Management Office
- Contribute to establishment and cultivation of professional relations with the Programme stakeholders at the regional and local level, while focussing on local self-governments, regional development agencies, and business support organisations
- Provide technical advice to the Programme national stakeholders and donor in areas relevant for the EU PRO intervention, while primarily focussing on regional and local development issues
- Contribute to presentation of technical aspects of the Programme
- Work closely with the Programme Manager and the Deputy Programme Manager to ensure the Programme is implemented in accordance with the Description of Action, while respecting the relevant national legislation and UNOPS project management and quality standards
- Monitor, analyse, and report on policy changes, researches, assessments, and developments that are relevant for/or may affect EU PRO
- Provide strong contribution to planning and design of the Programme activities, while in particular focussing on interventions related to SMEs, business support organisations, and economic infrastructure
- Contribute to identification and development of projects and interventions that could be supported through the EU PRO, as per requests from the Programme Manager
- Participate in evaluation of proposals that are considered for funding through the EU PRO, while focussing on those projects that have potential to generate economic activity
- Provide technical inputs for the Programme reports
- Contribute to incorporation of good governance concept, principles and practices into the activities where applicable, in accordance to the Programme objectives and methodology
- Contribute to identification and assessment of risks, identification and implementation of mitigation measures in accordance with the UNOPS Project Management Manual and the Programme's risk management strategy
- Provide accurate and quality inputs for the reports/or reports, as envisaged by the Programme Document, or as requested by the Programme Manager, and following the Programme Work Plan. Strongly support the Deputy Programme Manager in quality review of reports
- Provide timely quality inputs needed for monitoring of Programme's performance, outputs and benefit as envisaged by the Programme Document, or as requested by the Programme Manager, and following the relevant Programme Plan.
- Ensure respect of UNOPS and EU PRO configuration management requirements
- Contribute to high visibility of the EU PRO, its donor, UNOPS and the other stakeholders involved in the Programme implementation
- Participate in the relevant UNOPS' Communities of Practice and maintain relations with relevant UNOPS counterparts, primarily those working in the Infrastructure and Project Management Group
- Contribute to identification and sharing of the Programme's lessons learned and the best practices as per the reporting format.

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

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

3. Required Selection Criteria

a. Education

- Advanced University Degree preferably in development studies, economics, engineering or relevant field is required.
- University Degree (bachelor's degree / first level) with a combination of two additional years of relevant professional experience in development studies, economics, engineering or other relevant discipline, may be accepted in lieu of the advance university degree.

b. Work Experience

- Minimum two years of experience in provision of technical advisory knowledge related to local and regional development, competitiveness and business enabling environment in Serbia is required
- In depth knowledge of Serbian development strategies and policies is an asset
- Direct experience in dealing with national institutions and donors is an asset
- Experience with the EU or the UN, or another international organisation is an asset

c. Language Requirements

- Fluency in Serbian and English is required

d. Driving license

- Driving license and ability to travel independently is required

e. Core Competencies



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. **For people managers only:** Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilizing appropriate leadership styles.



Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).



Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.



Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behaviour. Performance is consistent, even under pressure. Always pursues continuous improvements.



Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.



Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

Submission of Applications

Qualified candidates may submit their application, including a Letter of Interest and Curriculum Vitae to UNOPS via UNOPS Jobs at following link:

<https://jobs.unops.org/Pages/ViewVacancy/VADetails.aspx?id=15101>

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