

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/B5109/14612
Post Title: Sector Manager for Business Enabling Environment and Infrastructure
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: 15 January 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 the direct supervision of the Deputy Programme Manager, the Sector Manager for Business Enabling Environment (BEE) and Infrastructure will manage the Programme's activities aiming at creation of improved conditions for business operations through provision of more efficient administrative services, enhanced land management and implementation of social and economic infrastructure projects. He/she will manage Sector

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)

for BEE and Infrastructure personnel and play a leading role in the design, implementation, monitoring and evaluation of the Sector activities.

The Sector Manager for Business Enabling Environment and Infrastructure will undertake the following activities/responsibilities:

Stakeholder Management:

- Establish and cultivate professional relationship with the counterparts in the Ministry of Construction , Transport, and Infrastructure, Public Investment Management Office (PIMO), Programme LSGs and other Sector stakeholders
- Develop reports and qualitative and quantitative analysis on the Sector performance
- Contribute to presentation of the Programme's contribution to BEE and Infrastructure
- Provide support to Programme's communication and visibility activities

Delivery and Performance:

- Manage development and implementation of all Calls for Proposals within the Sector for BEE and Infrastructure
- Organise efficient monitoring of projects and grants supported through the Sector for BEE and Infrastructure
- Manage and review quality of implemented activities within the Sector for BEE and Infrastructure and ensure products are accepted
- Ensure efficient and effective provision of technical assistance to LSGs through development and execution of grant schemes designed to contribute to the Programme results
- Provide advisory and technical support to EU PRO on engineering issues, with particular attention on coordinating activities with other sectors
- In cooperation with the Deputy Programme Manager and the Operations Team, ensure efficient and effective management of the Sector budget
- Facilitate cooperation between municipalities and ministries, regional development agencies, donors and other programmes in order to help them to identify common projects and funding mechanisms
- Contribute to the Programme planning activities and ensure delivery of approved Work, Procurement, Financial, and other Sector related plans
- With support from the communications team and logistics, organise events and visibility related functions related to the Sector
- Provide timely and punctual information to the Programme team about BEE and Infrastructure Sector milestones as well as about relevant external news about these fields
- With the guidance of the Grants and Procurement Officer, develop Terms of Reference necessary for engagement of consultants and or consultancies needed for the Sector for BEE and Infrastructure
- Contribute to identification and management of risks in accordance with the Risk Management Strategy
- Monitor and evaluate performance of service providers and retainers supporting Sector activities
- Manage establishment and monitor maintenance of archive related to Sector activities
- Provide advice to the Programme Manager on infrastructure related activities
- Ensure good governance concept, principles and practices are incorporated into the activities where applicable, in accordance to the Programme objectives and methodology

Procedures:

- With support from the Deputy Programme Manager, ensure respect of UNOPS project management requirements
- With support from the Operations Specialist and the Grants and Procurement Officer, ensure respect of UNOPS procurement procedures
- With support from the Operations Specialist and the Finance Officer, ensure that all Sector's expenditures comply with UNOPS Financial Rules and Regulations (FRR)
- Contribute to development and update of Programme's plans and strategies
- Contribute to identification and assessment of risks and implement mitigation measures in accordance with the risk management strategy
- Provide timely, accurate, and quality reports and inputs as envisaged by the Programme Document
- Provide timely, accurate, and quality inputs needed for monitoring of Programme's performance, outputs and benefit as requested by the Programme Manager and or Deputy Programme Manager
- 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

Knowledge Management:

- Participate in the relevant UNOPS' Communities of Practice
- Provide feedback to Practice Leads on policy, supporting guidance with an aim towards continuous improvement of UNOPS policies
- Contribute to identification and sharing of Programme's lessons learned and the best practices as per reporting format
- Liaise with Infrastructure and Project Management Group (IPMG) and other UNOPS groups

Personnel Management:

- Manage the Sector personnel, including retainers
- Lead and motivate the Sector for BEE and Infrastructure personnel and ensure they respect professional standards of conduct
- Ensure good quality conduct of full performance evaluation cycle, completion of mandatory courses and encourage personnel continuous learning and development
- Support personnel development through mentoring

Core Values:

- Knowledge Management and Learning
 - i. Promotes knowledge management in UNOPS and a learning environment in the office through leadership and personal example
 - ii. Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills
- Development and Operational Effectiveness
 - i. Ability to translate complex messages and concepts into simple language that is easy to understand
 - ii. Ability to read and write effectively
 - iii. Ability to interview colleagues, research and solicit newsworthy material relating to UNOPS issues for feature stories and other external publications
 - iv. Strong IT skills
- Leadership and Self-Management
 - i. Ability to adhere to work assignments and meet designated deadlines.
 - ii. Ability to work independently and with minimal supervision
 - iii. Keen attention to details.
 - iv. Consistently approaches work with energy and a positive, constructive attitude
 - v. Ability to produce a high volume of quality content
 - vi. Demonstrates behaviour of professional and personal ethics transparency and openness to encourage respect and similar behaviour from colleagues in the work place.
 - vii. Sensitivity to other people's cultural and religious norms and the ability to easily blend with others

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

At the request of the RSOC Manager and as may be reasonably required, provide support to the 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 Civil Engineering, Project Management or relevant field is required.
- University Degree (bachelor's degree / first level) with a combination of two additional years of relevant professional experience in project management or engineering may be accepted in lieu of the advance university degree.

b. Certification

- PProjects IN Controlled Environments (PRINCE2) Practitioner Certification – preferred
- Completed UNOPS' Project Management Foundation course will be considered an asset

c. Work Experience

- Two years of experience in working with Local Self-Governments in Serbia on management of infrastructure projects is required
- In depth knowledge of Serbian Building Code and related laws is an asset
- Direct experience in managing large infrastructure projects, projects contributing to BEE and managing complex contracts is an asset
- Experience with the EU or the UN, or another international organisation is an asset
- Experience in supervision of consultants is an asset

d. Language Requirements

- Fluency in English and Serbian is required

e. Driving license

- Driving license and ability to travel independently is required

f. 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=14612>

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