

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/B5109/14729
Post Title: On-call Web Developer
Post Level: LICA-6
Org Unit: ECR, RSOC, Serbia
Duty Station (DS): Home based
Duration: One year with possibility of extension
Closing Date: 14 January 2018

1. Programme Background

The position relates to two Programmes: The European Union Support to Municipal Development – EU PRO Programme and the Enhancing Good Governance and Social Inclusion for Municipal Development – Swiss PRO Programme.

The 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.

The Swiss PRO Programme will improve local capacities primarily in 99 municipalities in Šumadija and Western Serbia, and South and Eastern Serbia regions to apply good governance (GG) principles in local policies and regulations and thus increase social cohesion. The Government of Switzerland has allocated USD 6.9 million for the Programme, with the United Nations Office for Project Services (UNOPS) responsible for its implementation, in cooperation with the Standing Conference of Towns and Municipalities (SCTM).

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)

[VA/2017/B5109/14729](http://www.evropa.gov.rs/Documents/Home/DACU/12/74/NAD%202014-2017%20with%20projections%20until%202020%20(english).pdf)

The Programme has to fulfil two main goals:

1. To contribute to the enhancement of organisations and officials' knowledge and skills
2. To positively change the scope and quality of public services rendered to citizens, especially to those from excluded groups.

Both goals will lead to improved regulations, institutional, technical and human capacities for the enhancement of e-services. In addition, capacity building will be provided to local civil society organisations (CSOs) as well as institutions dealing with social inclusion and gender equality.

Overall, this will contribute to the improved rule of law at the local level, increased accountability, transparency and efficiency and effectiveness of the local governments (LSGs), and ultimately improvement of quality of life of citizens, especially excluded citizens.

The Programme will coordinate its activities with the key line-national-level institutions, while observing the national strategies, laws and relevant development documents, which will contribute to sustainability, ensure national ownership and develop national capacities. The content and the scope of the Programme will significantly complement the European Union Support to Municipal Development – EU PRO Programme.⁵

2. Duties and Responsibilities

Purpose and Scope of Assignment

Under the direct supervision of the Communications Responsible and in cooperation with the On-call Graphic Designers, the Web Developer will be responsible for the design, development and maintenance of the Programmes' websites.

More specifically, the Web Developer will undertake the following activities/responsibilities:

- Conduct consultations with the Communications Teams and On-call Graphic Designers to agree concept for the Programmes' websites and timeframe for the completion of activities
- Acquaint himself/herself with the main visibility requirements of the Programmes through review of communications and visibility manuals provided by the Communications Teams
- Develop initial website concepts and subsequently develop the websites through consultative process with the Communications teams. The websites should have the following main features: easy navigation, dynamic and static pages, photo and video news gallery, possibility for interaction with visitors, search options, Intranet pages accessible only to the Programme personnel, and option for simple in-house update of the website content. The websites may also have features enabling access to persons with disabilities, as per agreement with the Communications teams. Other website features will be defined through consultations with the Communications teams.
- Conduct websites optimisation
- Conduct training for websites content update to the selected Programmes personnel and provide a short and user friendly written manual for non-expert audience for the update of information on the website
- In case of websites breakdown or functioning problems, undertake remedial actions and restore normal work
- Provide regular assistance and advice to ensure effectiveness of the websites functions
- Introduce changes and improvements to the websites as requested by the Communications Responsible and participate in the update of website information
- Undertake assignments defined by this Terms of Reference (ToR) within 24 hours after receiving request from the Communication Responsible, if not otherwise agreed
- Perform backup and relevant maintenance of other active UNOPS project websites that have been developed previously (euprogres.org, europeanprogres.org, konkurentnostopstina.org) when necessary as per request of the Communications Responsible
- Alert UNOPS about forthcoming expiration of domain or hosting services at least three months prior to termination of provider services.

⁵ The Programme will be implemented by UNOPS, with the EU funding of 25 million Euros, over 36 months and is focussed on improving business environment for small and medium enterprises and entrepreneurs, including building infrastructure to improve local economy, quality of life and the efficiency of local authorities in property management.

3. Required Selection Criteria

a. Education

- High school diploma is required
- Bachelor or Master degree preferably in Software Development/Engineering, Information Technology or other relevant field will be considered as an asset

b. Work Experience

- Six years of experience in web site development is required. BA or MA degree may substitute for some years of experience.
- Proven experience presented through the portfolio containing minimum 7 websites designed and developed in previous two years is required
- Proven experience in Web Programming: HTML, XHTML, CSS, XML/SOAP, XSLT, Macromedia Flash
- Proven experience with Javascript and Javascript Frameworks, AJAX, Unix/Linux, Apache/PHP, Basic Google-SEO
- Working experience with international organisations is desirable but not mandatory.

c. Language Requirements

- Fluency in English and Serbian is required

d. Additional requirement

- Candidates are requested to submit portfolio containing information on minimum 7 websites designed and developed in previous two years.

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 portfolio containing information on minimum 7 websites designed and developed in previous two years, Letter of Interest and Curriculum Vitae to UNOPS via UNOPS Jobs at following link:

<https://jobs.unops.org/Pages/ViewVacancy/VADetails.aspx?id=14729>

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