

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/2018/B5109/16169  
**Post Title:** Project Officer  
**Post Level:** LICA Specialist-8  
**Org Unit:** ECR, RSOC, Serbia  
**Duty Station (DS):** Novi Pazar, Serbia  
**Duration:** Ongoing ICA – Open-ended subject to organizational requirements, availability of funds and/or to satisfactory performance  
**Closing Date:** 13 August 2018

### **1. Background Information**

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UNOPS supports the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. Our mission is to serve people in need by expanding the ability of the United Nations, governments and other partners to manage projects, infrastructure and procurement in a sustainable and efficient manner.

In Serbia, UNOPS has been active since 2000, became the Project Centre (RSPC) in 2013, and was reclassified, due a growing portfolio, to Operations Centre (RSOC) at the beginning of 2017. UNOPS has been a reliable partner of the Government of the Republic of Serbia in providing support for demanding socio-economic reforms and facilitating accession to the European Union.

Currently, the RSOC is implementing 10 projects focussed on: sustainable municipal development, recovery from damages incurred by May 2014 floods in Serbia and building climate-resilient infrastructure, creation of more favourable environment for employability, business and infrastructure growth, enhanced social inclusion via durable housing solutions and access to health, education and jobs for the most vulnerable population. All projects have good governance and gender equality as transversal theme.

Taking into account major regional challenges recognised by the European Commission's (EC) strategy for 'A Credible Enlargement Perspective for and Enhanced European Union (EU) Engagement with the Western Balkans' (Strategy) , such as reform of public administration, better implementation of fundamental rights, social inclusion and regional cooperation, the Government of Norway has decided to fund a sub-regional programme "Norway for You" covering Macedonia, Montenegro and Serbia, to be implemented by the United Nations Office for Project Services (UNOPS). However, due to the political and operational specificities of each country, it has been decided to implement separate projects in Serbia, Macedonia and Montenegro.

The Project in Serbia is designed to be flexible and respond to local needs as they are identified. Focus will be increasing employment opportunities for vulnerable population and providing support to social cohesion and inclusion in the less developed areas, and will work on local infrastructure enhancement, all contributing to a more balanced socio-economic development of primarily under-developed areas of Serbia.

The Government of Norway has allocated funding for the implementation of the Project in Serbia during 24 months.

There are four results that the Project will achieve:

- Result 1: Improved Access to Employment of the Most Vulnerable and Marginalised Groups (in Particular Women and Youth in Rural Areas)
- Result 2: Enhanced Social Inclusion
- Result 3: Improved Living Conditions and Local Infrastructure
- Result 4: Information Security of the Government of Serbia Strengthened

The key stakeholders and the direct beneficiaries of the Project are the local self-governments (LSGs) and their institutions and organisations, regional development agencies, civil society organisations (CSOs), business support organisations (BSOs), as well as individual beneficiaries, especially women and youth. The final beneficiaries are the inhabitants of the underdeveloped areas where the Project will be implemented.

All Project activities will be undertaken in partnership with the Government of Serbia, in cooperation with the national and local institutions, with the aim of allowing them to respect the legal requirements and, where relevant, EU accession criteria. This will ensure national ownership and help develop national capacities.

## **2. Functional Responsibilities**

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The Project Officer works closely with and provides support to the Project Manager during the Project life cycle, strongly contributing to activity development, implementation, field supervision, monitoring and evaluation, and closure. Under the direct supervision of the Project Manager, she/he provides services to donor, partners and beneficiaries, and ensures delivery of the required outputs, develops plans and reports and contributes to stakeholder engagement. The Project Officer coordinates and implements activities, and is expected to contribute strongly to the Project's overall performance and fulfilment of objectives.

The Project Officer needs to have a thorough understanding of the Project Document and Legal Agreement, terms, conditions, and respective roles and responsibilities of the partners/stakeholders so as to support the Project Manager in ensuring the Project's products are capable of meeting the business case. The success of the Project will be based on the Success Criteria of UNOPS engagements which are linked to the below responsibilities:

- Establish and cultivate relationships with the LSGs, CSOs, BSOs, development agencies and organisations, and other key stakeholders
- Provide strong assistance to the Project Manager in efforts to ensure Project's stakeholders are aware of Project activities and progress
- Represents the Project in the implementation area, when appropriate
- Monitor socio-economic developments in AoR and produce socio-economic analysis relevant for the Project's intervention
- Strongly contribute to Project's reports and briefings
- Contribute to the development and update of Project's plans and strategies, while in particular striving to ensure there is effective coordination among Project's activities
- Organise efficient monitoring of activities and grants supported through the Project
- Ensure efficient and effective provision of support to LSGs, CSOs and BSOs through development and execution of activities and grant schemes designed to contribute to the Project's results
- Be a focal point, when appropriate, between Project and beneficiaries
- Identify and assess the risks to the Project and participate in planning and implementation of mitigation measures
- Act as the project manager of specific activities, as per agreement with the Project Manager
- Monitor and review quality of activities and outputs
- Contribute to efficient and effective use of Projects' and UNOPS' tools for monitoring of the Project's progress, outputs and benefits
- Maintain and regularly update risk, issue and complaint logs
- Promote cohesion and cooperation between the UN and other international agencies working in the AoR by convening regular meetings to share information and experience
- Contribute to high local and national visibility of the Project, its donors, UNOPS and the other stakeholders involved in the Projects
- Identify issues and areas that need special attention and suggest measures for re-alignment to the Project Manager
- Support Project's events as required in terms of planning and implementation
- Participate in the relevant UNOPS Communities of Practice
- Contribute to identification and sharing of Project's lessons learned and best practices
- Embed sustainability dimensions including social and gender inclusion, environmental and economic aspects into the Project life cycle
- Ensure good governance and gender equality principles and practices are incorporated into the activities where applicable, in accordance with the Project's objectives and methodology

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 Head of Office 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 donors.

### 3. Required Selection Criteria

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#### a. Education

- Bachelor's Degree preferably in project management, economics, development studies, social sciences, public administration, business administration or other relevant field is required
- Master Degree in relevant discipline will be considered an advantage

#### b. Work Experience

- Two years of experience in project implementation, coordination and monitoring is required.
- Experience in dealing with the ministries and donors is an asset
- Experience of developing and implementing projects at the local level in Serbia 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. Certification

- PRINCE2 Practitioner certification will be considered as an asset

#### 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**

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

<https://jobs.unops.org/Pages/ViewVacancy/VADetails.aspx?id=16169>

***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
- 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.
- Work life harmonization - UNOPS values its people and recognizes the importance of balancing professional and personal demands. We have a progressive policy on work-life harmonization and offer several flexible working options. This policy applies to UNOPS personnel on all contract types
- For staff positions only, UNOPS reserves the right to appoint a candidate at a lower level than 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)