

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/B5109/16510  
**Post Title:** Programme Assistant (two regular positions)  
**Post Level:** LICA 5  
**Org Unit:** ECR, RSOC, Serbia  
**Duty Station (DS):** Multiple - Novi Pazar and Nis  
**Duration:** Ongoing ICA – Open-ended subject to organizational requirements, availability of funds and/or to satisfactory performance  
**Closing Date:** 15 October 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.

The "Enhancing Good Governance and Social Inclusion at Local Level in Serbia" Programme (Swiss PRO) 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 (CHF 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).

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.<sup>1</sup>

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<sup>1</sup> The Programme will be implemented by UNOPS, with the EU funding of 25 million Euros, over 36 months and is focused 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.

## 2. Functional Responsibilities

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**UNOPS Serbia Operations Centre is planning to fill two positions based on this Vacancy Announcement in the following cities: Novi Pazar and Nis.**

Under the direct supervision of the National Programme Manager, the Programme Assistant will provide assistance in implementation of activities within the Sector for Good Governance and Gender Equality and Sector for Social Inclusion. He/she will work closely with the Programme Officers in order to contribute to efficient and effective monitoring of implementation of projects and activities within both Sectors in the Programme Area of Responsibility (AoR) thus contributing to enhanced good governance and social inclusion at the local level.

The Programme Assistant will undertake the following activities/responsibilities:

- Maintain relationship with the Sectors beneficiaries and stakeholders in AoR
- Provide assistance in development of reports on the Sectors activities
- Provide assistance in organisation of activities to present the Programme's support in AoR
- With guidance from and in close coordination with the Programme Officers closely monitor implementation of the Programme projects and activities in AoR
- With guidelines from the Programme Officer provide basic technical assistance to the Sector beneficiaries in implementation of projects and grant schemes
- Conduct field visits to Sectors beneficiaries in the AoR assigned by the National Programme Manager and/or Programme Officers
- Liaise with the Operations Team to support successful implementation of procurement activities and grant agreements by maintaining regular communication between the programme and operations units in order to ensure timely exchange of information on the status of provision of services, procurements and grant agreements administration
- Provide assistance in grant agreements administration related to collection of information from grantees for issuance of Grant Support Agreements, collect and review status narrative reports and collect financial reports for further verification.
- Monitor implementation of grants and assigned activities in the AoR
- Provide assistance in collection, preparation, and archiving of documentation related to processing of Sectors grants related requests
- Establish activity progress tracking sheets and regularly update with inputs provided by beneficiaries and services providers
- Maintain archive related to Programme activities and projects in respective AoR, as per agreement with the Programme Officers and in line with the Programme requirements
- Report on the key social, economic, political developments on the national and local level that are relevant for the Sectors
- With the guidance of the National Programme Manager and/or Programme Officer, liaise with retainers and service providers to support implementation of Sectors activities
- Support the organisation of events, trainings and meetings, including administrative support i.e. preparation of minutes or reports
- Assist in drafting reports as envisaged by the Programme Document
- Assist in monitoring and reporting of the progress of activities against the Logical Framework Matrix indicators
- Assist in development of the Programme's plans
- Contribute to identification and assessment of risks and assist in implementation of mitigation measures in accordance with the Risk Management Strategy
- Contribute to identification and sharing of the Programme's lessons learned and best practices
- Contribute to efficient and effective use of Swiss PRO and UNOPS tools for monitoring of the Programme's performance, outputs and benefits
- Contribute to the successful administrative and financial closure of activities and projects in the AoR
- Provide support to Programme's communication and visibility activities

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

### 3. Required Selection Criteria

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#### a. Education

- Secondary education is required
- Bachelor's degree preferably in economics, social / political sciences, development studies or other relevant field is an asset
- PRINCE2 Foundation Certification is an asset

#### b. Work Experience

- Five years of working experience in project support functions is required. Bachelor's degree may substitute for some years of experience.
- Experience in support to local self-governments is an asset.
- Familiarity with good governance, social inclusion and/or gender equality issues at the local level is an asset.
- Direct experience in assisting implementation of grant schemes 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



Develops and implements sustainable business strategies, thinks long term and externally in order to positively shape the organization. Anticipates and perceives the impact and implications of future decisions and activities on other parts of the organization. **(for levels IICA-2, IICA-3, LICA Specialist- 10, LICA Specialist-11, NOC, NOD, P3, P4 and above)**



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 behavior. 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 CV and Cover letter indicating preference in terms of duty station to UNOPS via UNOPS Jobs at following link:

<https://jobs.unops.org/Pages/ViewVacancy/VADetails.aspx?id=16510>

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)