

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: 2014-UNOPS-AEMO-RSPC-VA-00080290-002

Post Title: Employment and Income Generation Associate

Post Level: L-ICA 4

Org Unit: AEMO/RSPC/ Strengthening Social Cohesion in the Labour Market through Support to Disadvantaged and Vulnerable Groups (ex-SWIFT2)

Duty Station: Belgrade, Serbia

Duration: One year with possibility of extension

Start Date: July 2014

Closing Date: 22 June 2014

1. Project(s) Background

The objective of the re-conceptualized “Strengthening Social Cohesion in the Labour Market through Support to Disadvantaged and Vulnerable Groups” project, funded by the Delegation of the European Union (DEU), is to provide innovative employment solutions for populations excluded from the formal labour market, and to assist these persons in obtaining identity cards and their full enjoyment of citizenship rights.

This will be achieved through:

- Support establishment of a system of formal recycling which ensures legitimate employment and provides a platform to increase access to health, education and social services for the vulnerable populations and their communities engaged in the recycling activities and;
- Support to sustainable employment and access to services through the development of alliances and coordination between former-Sustainable Waste Initiative for Healthier Tomorrow (SWIFT) stakeholders, vulnerable populations engaged in waste collection and the Ministry of Environment and Spatial Planning¹ during further development of the waste management system in Serbia.

The project is to deliver four results:

Result 1.1 Income Generation and Employment –Establishment of SWIFT recycling centres to be integrated into the Serbia waste management system, or support establishment of public – private partnership between the City of Belgrade and private recycling operator in order to secure sustainability and better market approach of the recycling centre

Result 1.2 Social Mobilization, Capacity Development and Access to Services – Improved access to services, notably primary health care, occupational health safety, social welfare, education, human rights and justice and awareness of employment opportunities among the project beneficiaries.

Result 2.1 Consensus Building - Common agreement achieved with stakeholders in the waste management sector for the inclusion of informal waste collectors into the Ministry of Environment and Spatial Planning² management system development plans.

Result 2.2 Action Plan Development - An action plan developed which will focus on broadening the scope of eligible activities for inclusion of informal waste collectors, defining of new alliances, methods and instruments for inclusion of the informal collectors and exploration of other income generation financing

¹The Ministry now covers Energy, Development and Environmental Protection sectors

²As above

possibilities.

The direct beneficiaries of the project are:

- The most marginalised and vulnerable populations in Belgrade, primarily Roma men and women who are the beneficiaries of the EU funded Livelihood Enhancement for the Most Vulnerable Roma Families in Belgrade project, who have been affected by the resettlement actions in the City of Belgrade
- The members of the host communities where the beneficiaries of the Livelihood Enhancement for the Most Vulnerable Roma Families in Belgrade will be relocated
- People identified for income generation support and those from the National Employment Service (NES) and Belgrade Centre for Social Entrepreneurship (CSE) records who qualify for vocational training, job placement and active labour market measures
- Those working in the informal waste management sector by partnering with the Roma non-governmental organisations (NGOs) and through piloting of Roma labour schemes with NGOs
- Roma NGOs operating in the City of Belgrade.

The implementation of the project is managed by the United Nations Office for Project Services (UNOPS), while some specific activities will be carried out by partner UN Agencies, namely United Nations Entity for Gender Equality and the Empowerment of Women (UN Women), UN Office of High Commissioner for Human Rights (OHCHR), International Labour Organisation (ILO) and International Organisation for Migration (IOM) with the support of the UN Resident Coordinator Office in Serbia.

This project is a part of wider Government's efforts to improve the overall economic and social livelihood of marginalised communities. As the full participation of women and minorities, as well as the application of Human Rights standards is a prerequisite for a long-term socio-economic development and creation of Good Governance on local and national level, this project, as all other projects implemented by UNOPS RSPC, mainstreams Gender Equality, Human Rights and Good Government principles as cross-cutting through all envisaged activities.

Duties and Responsibilities

Under the direct supervision of and reporting to the National Project Officer, the incumbent will provide management expert services in support to the Centre for Social Entrepreneurship of the City of Belgrade (CSE) in the areas of Business Development, Centre Management and Operations, and Capacity Development. He/she will form part of a technical assistance team deployed by the project partners in support of the establishment of sustainable CSE operating models for vocational trainings, labour mediation measures and self-employment grant schemes and is expected to coordinate and work closely with other team members as well as with other designated counterparts of the CSE, primarily the NES and the City of Belgrade.

In addition, he/she will in close coordination and guidance of the ILO National coordinator, lead the dialogue between relevant National and City institutions and the informal waste collectors to explore formal mechanisms to facilitate self-organisation of persons formally or informally involved in the waste sector and pilot at least one identified waste stream scheme in the City of Belgrade.

Specific duties/tasks include:

Stakeholders' management

- As directed, maintain relationship with the relevant ministries and governmental bodies, Institutions of the City of Belgrade, Roma National Minority Council, Development organizations and programmes, businesses and other key stakeholders in the field of his/her expertise.
- Provide contribution in collating and developing external reports on business development within the sector used to inform donors and key stakeholders of trends and conditions relevant to the project.
- Represent the Project, when appropriate
- Provide support to Project's communication and visibility activities

Delivery and performance

- In close cooperation with the CSE Management support identification of possibilities and formulation of sustainable vocational training modules, employment support grant schemes, review CSE business plans and suggest improvements where possible;
- Support the CSE in definition of business model and occupational skills development, which will include analysis of the business idea, its relevance regarding the market potential, definition of market niche and development of a business model that is most suitable for defined business idea
- Facilitate establishment of a mechanism for support to Roma beneficiaries for founding of micro enterprises through grant scheme
- Support CSE in establishment of sustainable service provision and training approach for basic elements of running businesses.
- In coordination with IOM, provide expert advice and support in the development and implementation of CSE information campaigns regarding programmes on employment of Roma men and women
- Support the preparation of the CSE Communication Strategy for dealing with the stakeholder institution in the City of Belgrade, the central level, employers and the beneficiaries.
- Assess capacities of waste collectors, identify training needs and identify most viable waste recycling scheme for piloting, which includes:
 - Assessment of the performance of the institutions in the design and monitoring of recycling schemes
 - Analysis of the needs of staff in local institutions and design of the staff development programme in order to strengthen their skills for preparing and monitoring of recycling schemes that have employment growth potential
 - Plan and organize training seminars for the staff in local institutions on the design and monitoring of recycling schemes in line with the occupational safety standards of the ILO
 - Preparation of a General guide on the design and monitoring of waste management and recycling schemes based on the principles set forth by the Waste Management Strategy.
 - Detailed survey of recyclable waste (PET, aluminium, paper, edible oil and other) in the pilot-area (City of Belgrade) completed and presented to partner organizations
 - Technical assistance to the working group to review the data and information on waste management and benchmark it against the experience of neighbouring countries and the EU member states
 - Development of a waste recycling scheme using a value chain assessment methodology to target the selected pilot-areas that have particular potential for successful establishment of the waste management system
- Finalization of the most viable waste recycling scheme(s) to be piloted and submission to management for approval
- Preparation of detailed Scope of Services/ToRs for specific training activities
- Implement, organize and/or coordinate selected training/capacity development activities
- Coach/Mentor and/or train CSE Director and personnel throughout the period of assignment as required to ensure adequate self-capacities to manage similar future actions.

Internal procedures

- Contribute to development, update and implementation of Programme's plans and strategies, while in particular ensuring there is effective coordination and synergies among sector activities
- In cooperation with RSPC operations team and the National Project Officer, ensure efficient and effective management of budget for Business Development activities of the project
- Contribute to identification and assessment of risks and implement mitigation measures in accordance with the risk management strategy
- Prepare relevant inputs for reports and assist in production of reports as envisaged by the Project Document

Knowledge Management

- Participate in the relevant UNOPS Communities of Practice
- Contribute to identification and sharing of Programme's lessons learned and best practices
- Assist in providing feedback to the Practice Leads on policy, supporting guidance with an aim

towards continuous improvement of UNOPS' policies

Personnel management

- Closely monitor and assess performance of external, part-time consultants

Any other tasks that may emerge and be designated by the National Project Officer.

At the request of RSPC Manager and as may be reasonably required, provide support to RSPC activities in line with the scope of services above in order to further the common objectives of RSPC and its project Donors.

Required Selection Criteria

a. Education

- Secondary education
- Bachelor's degree in economy, management, social entrepreneurship or similar an asset

b. Work Experience

- At least seven years of progressive professional experience required, preferably in the UN or EU;
- At least four years of experience in the waste management and recycling sector
- Demonstrated field experience in development and management of self-employment and income generation micro-business support schemes and entrepreneurship development, with proven success stories.
- Demonstrated in-depth knowledge of the municipal waste management sector in Serbia and preferably in Belgrade
- Good understanding of social conditions in Roma settlements and culture in general is a strong asset.

c. Key Competencies

- Serbian as native language,
- Proficient in English is a must, including demonstrated capacities in report writing
- Proven networking and communications skills
- Good management skills
- Demonstrates commitment to UNOPS' mission, vision and values, including cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Excellent analytical, organizational and inter-personal skills
- Public speaking clear and focused, with ability to effectively communicate complex ideas to a non-specialist audience
- Formulates written information clearly and persuasively
- Accountability for management of time, establishing clear performance goals, standards, and responsibilities
- Able to perform a variety of standard tasks related to results management, including screening and collecting of project related documentation, projects data entering, preparation of revisions, filing, provision of information
- Demonstrates openness to change and ability to manage complexities
- Initiates and sustains relationships with key constituents
- Seeks and applies knowledge, information, and best practices from within and outside UNOPS
- Focuses on impact and result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude; remains calm, in control and good humoured even under pressure
- Willing to share knowledge and experience, while actively working towards continuing personal learning; coaching that strengthens internal staff and/or municipal employees and municipalities
- Builds strong relationships with clients and external actors
- Strong IT skills
- Drivers licence essential and ability to travel independently

Submission of Applications

Additional Considerations

Qualified candidates may submit their application, including a letter of interest, complete Curriculum Vitae and an updated United Nations Personal History Form (P.11) to UNOPS via e-mail to: srpc.vacancies@unops.org Kindly indicate the vacancy number and the post title in the subject line.

Please note that this is a local post and is open to all nationals of the country of the duty station and to individuals who have a valid work permit.

Additional Considerations

- 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.
- UNOPS reserves the right to appoint a candidate at a level below the advertised level of the post.

For more information on UNOPS, please visit the UNOPS website at www.unops.org