

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

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**Vacancy code:** 2014-UNOPS-AEMO-RSPC-VA-00080290-003

**Post Title:** Income Generation Grant Scheme Assistant

**Post Level:** L-ICA 3

**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

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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 Planning<sup>1</sup> 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 Planning<sup>2</sup> 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

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<sup>1</sup>The Ministry now covers Energy, Development and Environmental Protection sectors

<sup>2</sup>As 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**

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Under the direct supervision of and reporting to the Employment and Income Generation Associate, the incumbent will provide support to the Centre for Social Entrepreneurship of the City of Belgrade (CSE) in management and administration of the self-employment Income Generation Grant Scheme for Roma beneficiaries. 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 on the establishment and functioning of a sustainable model for future CSE grant schemes.

Specific duties/tasks include:

- In close cooperation with the CSE Management support identification of possibilities and formulation of sustainable self-employment support grant schemes, review CSE business plans and suggest improvements where possible;
- Assist in the establishment of a mechanism for support to Roma beneficiaries for founding of micro enterprises through grant scheme;
- Assist the CSE management in setting up and implementing Grant scheme administrative tools;
- Assist in day-to-day maintenance of Grant scheme records, preparation of trainings events and preparation of detailed Scope of Services/ToRs for specific Grant scheme applicants' training activities;
- Assist in finance and accounting, procurement of equipment and materials for successful applicants and financial/narrative reporting;
- Assist in day-to-day activities related to registration of Roma micro businesses and delivery of equipment procured through the grant scheme;
- Assist in setting up and implementing a Grant scheme success monitoring mechanism;

- Assist in the implementation, organisation and/or coordination of CSE training/capacity development activities
- Provide administrative and other support to the CSE Director and personnel throughout the period of assignment as required to ensure adequate self-capacities to manage similar future actions;
- Contribute to the update and implementation of Project's plans and strategies, while in particular ensuring there is effective coordination and synergies among activities;
- In cooperation with RSPC operations team and the Employment and Income Generation Associate, provide support to efficient and effective management of budget for CSE related activities of the project
- Contribute to identification and assessment of risks and implement mitigation measures in accordance with the risk management strategy;
- Assist in preparation of relevant inputs for reports and assist in production of reports as envisaged by the Project Document;
- Contribute to identification and sharing of Project'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.

Any other tasks that may emerge and be designated by his/her immediate supervisor or 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**

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#### **a. Education**

- Secondary education, preferably in economy or similar field
- Bachelor's degree an asset

#### **b. Work Experience**

- Five years of progressive professional experience required, preferably in the UN or EU;
- Demonstrated field experience in development and management of self-employment and income generation micro-business support schemes and entrepreneurship development, with proven success stories.
- Good understanding of social conditions in Roma settlements and culture in general is a strong asset.

#### **c. Key Competencies**

- Promotes ethics and integrity
- Professionalism
- Respect for diversity
- Focuses on result for the client and responds positively to feedback
- Planning and organization
- Communication skills
- Team work and interpersonal skills
- Demonstrates commitment to UNOPS mission, vision and values
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Shares knowledge and experience
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills
- Consistently approaches work with energy and a positive, constructive attitude.
- Remains calm, in control and good humoured even under pressure.

## **Submission of Applications**

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### **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](mailto: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**

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- 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](http://www.unops.org)