

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/00091219/004

Post Title: Project Associate

Post Level: L-ICA 4

Org Unit: AEMO/RSPC/ Serbia Floods Rehabilitation Support

Duty Station: Belgrade/Serbia with frequent travel to flood affected areas

Duration: One year with possibility of extension

Start Date: Immediate

Closing Date: 10 August 2014

1. Project(s) Background

“Serbia Rehabilitation Support after Floods” project has been prepared in cooperation with the Government of the Republic of Serbia, and close coordination with its European Integration Office (SEIO), and the Norwegian Ministry of Foreign Affairs, as a response to devastating floods that hit Serbia in May 2014.

The overall objective of this action is to contribute to the efforts of the Government of Serbia to support the municipalities affected by May 2014 floods to restore living and working conditions. By extending assistance for rehabilitation of public buildings of primary importance (kindergartens, schools, health and cultural institutions) this project will directly aid the recovery process in the municipalities that suffered from the floods.

The specific objective of the project is to support the citizens of the municipalities affected by the floods to restore their living conditions, and to establish normal functioning of kindergartens, schools, health and cultural institutions.

The project will deliver four results:

- Result 1: Working conditions restored to normal in up to 12 kindergartens and schools in municipalities affected by the floods
- Result 2: Provision of services restored to normal in up to 18 health care institutions affected by the floods
- Result 3: Functioning of up to five cultural institutions affected by the floods restored to normal
- Result 4: Additional equipment provided for up to eight schools that are reconstructed from other funding sources but not fully equipped.

The final beneficiaries of the action are municipalities where public institutions will be rehabilitated and equipped; the Flood Affected Areas Assistance and Recovery Office, the Ministry of Education, Science and Technology Development, the Ministry of Health and the Ministry of Culture and Information.

The project will closely cooperate with the key stakeholders in order to achieve the planned results: the Government of Serbia Commission for Damage Assessment, the SEIO, the line ministries (the Ministry of Construction, Transport and Infrastructure, the Ministry of State Administration and Local Self Government, the Ministry of Education, Science and Technology Development, the Ministry of Health); local self-governments, and the Serbian Chamber of Engineers.

Duties and Responsibilities

2. Purpose and Scope of Assignment

The Project Associate has the responsibility to support the Project Manager in all aspects of the project life cycle, including successful implementation, day-to-day operations, regular contact and support to the donors, partners and beneficiaries. He/she is expected to contribute strongly to the project's performance and delivery of goals.

In particular, the Project Associate needs to have a thorough understanding of the Project Document, Logical Framework Matrix, legal agreement, terms, conditions, and the respective roles and responsibilities of the partners/stakeholders to ensure the project's products can meet the business cases. The success of the project will be based on the Success Criteria of UNOPS' engagements which are linked to the below responsibilities.

Stakeholder Management:

- Together with the Project Manager, establish strong working relationship with the donors, line ministries of the Government of the Republic of Serbia, Government's bodies dealing with the sanitation of flood damages, beneficiary local governments and other key stakeholders
- Establish and maintain effective coordination between the partner UN Agencies involved in the implementation of respective activities of the project
- Maintain an established network of contacts for general information sharing and remain up-to-date on partnership related issues
- Manage communications and ensure stakeholders are aware of project's activities, progress, exceptions and are in a position to accept handover products
- Advise the Project Manager on issues that may impact the achievement of outcomes (including sustainability and post project requirements such as maintenance)
- Ensure good governance concept, principles and practices are incorporated into the activities where applicable, in accordance to the project's objectives and methodology
- Manage communications and visibility aspects of the project, while respecting the donors' guidelines ensuring that the stakeholders and general public are aware of the project activities, results and impact
- Provide contribution in collating and developing external reports on socio-economic conditions in the project area used to inform donors and key stakeholders of trends and conditions
- Manage regular information flow and provide reporting inputs to the Project Manager

Delivery and Performance:

- Support the Project Manager in implementation of the approved project plans within tolerances agreed with the donors and the national partners
- Advise the Project Manager of any deviations from the plan
- Develop monitoring plans
- Monitor performance of service providers
- Liaise with any external suppliers or account managers
- Authorize work packages
- Identify risks and support the Project Manager in managing the risks, so that maximum benefit to client and stakeholders is achieved
- Manage and review the product quality and ensure products are accepted
- Identify and communicate relevant information for a variety of audiences for advocating the UN mandate
- Identify and report threats to UNOPS internal business case to supervisor

Procedures:

Support the Project Manager in:

- Following the Project Management Cycle Instructions and ensuring that all organizational policy is complied with (Organizational Directives and Administrative Instructions)
- Preparing/adapting the plans, as envisaged by the project document
- Preparing the following reports:
 - i. Inception Report
 - ii. Quarterly Reports
 - iii. Annual Reports
 - iv. Final Programme Report
 - v. Operational Closure Checklist
 - vi. Handover Report
- Maintaining: i. Electronic Blue File; ii. Procurement, HR and Finance files as required by those practices as per UNOPS OD12.
- Ensuring that all expenditure comply with UNOPS' Financial Rules and Regulations (FRR)
- Managing expenditures against the budget (based on accurate financial reports), including cash flow, timely payments to contractors and personnel, UNOPS' overheads, allocable charges, and related corporate charges as they apply to the project
- Where the Project Associate has no delegation as a committing officer, s/he retains these responsibilities and will monitor and instruct/request others to carry out the relevant commitments and disbursements.

Knowledge Management:

- Participate in the relevant Communities of Practice
- Actively interact with other project personnel and the project management community to share case studies, lessons learned and best practice on the Knowledge System
- Provide feedback to Practice Leads on policy, supporting guidance with an aim towards continuous improvement of UNOPS policies
- Complete lessons learned as per reporting format
- Incorporate lessons learned from others as per planning format

Personnel Management:

- Lead and motivate staff under direct responsibility
- Ensure that behavioral expectations of team members are established
- Ensure that performance reviews are conducted
- Identify outstanding staff and bring them to the attention of the Project Manager
- Perform project support role, unless appointed to another person or corporate/programme function

At the request of UNOPS Serbia Project Centre (RSPC) Manager and as may be reasonably required, provide support to RSPC activities in line with the scope of the services of this ToR, in order to promote the common objectives of the RSPC and donors of its projects.

Support reorganization of RSPC to respond to the new workload as appropriate.

3. Required Selection Criteria

a. **Education**

- Bachelor's degree in Project Management, Business Administration, International Relations, Political/Security/Development Studies, or other relevant discipline.
- PRINCE2 Certification – preferred

b. **Work Experience**

- Seven years of progressive experience in project development and management, with focus on monitoring, reporting, development and coordination in either public or private sector organizations
- Demonstrated experience in working with government officials and donor representatives

- preferably in similar projects/programmes
- Direct experience in the project management of assistance to socially vulnerable groups and social projects
- Management of infrastructure projects
- Contract management of UN to UN contracts is an asset
- Experience in the EU funded projects is crucial

c. Key Competencies

- Serbian as native language,
- Proficient in English is a must, including demonstrated capacities in report writing
- Proven networking and communications 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
- 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
- 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 humored even under pressure
- Builds strong relationships with clients and external actors
- Strong IT skills
- Drivers license 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, updated United Nations Personal History Form (P.11) and copy of licences in possession 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