



Operational excellence for results that matter

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: VA/2017/B5109/12220
Post Title: Consultant for City to City Programme final activities – Retainer position
Post Level: LICA Specialist-8
Org Unit: ECR, RSOC, Serbia
Duty Station (DS): Home based
Duration: Up to 80 work days in a six months period
Closing Date: 14 May 2017

1. Programme Background

The United Nations Office for Project Services (UNOPS) mission is to help people build better lives and countries achieve sustainable development. UNOPS provides project management, procurement and infrastructure services to governments, donors and UN organisations. Its services can be advisory, implementation or transactional, with development of the national capacity always in focus.

UNOPS was the first organisation in the world that was awarded the four most prestigious accreditations in project management, including PRINCE2®, and one of five organizations in the world awarded the Gold Level from the Chartered Institute of Procurement and Supply. For its approach to project management and consistent quality UNOPS received ISO 9001 certification in 2011.

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 to the Republic of Serbia in providing support for demanding socio-economic reforms and facilitating accession to the European Union.

Currently, the RSOC is implementing 11 projects focused 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 main aims of the City to City Programme were to support the ongoing process of political and administrative decentralization, strengthening local governments' planning capacities, and the national strategy for the Development of SMEs and Entrepreneurship, through Local Economic Development Agencies, with particular attention to the most vulnerable population and through links between Serbian and Italian towns.

The programme realised activities in the cities of Belgrade, Kragujevac, Nis, Novi Sad, Zemun, Smederevo and Pancevo, in addition to four projects at the national level, in the fields of local governance, local economic development, welfare and basic health care.

2. Duties and Responsibilities

Purpose and Scope of Assignment

The Consultant for City to City Programme final activities reports to the Operations Centre Manager through the Centre's Operations Specialist and is provided supervision and guidance.

The role is responsible for supporting the financial closure process of the City to City Guarantee Fund, established in the framework of the City-to-City Programme, (UNDP Programme funded by the Government of Italy through the UNDP Trust Fund for Sustainable Development, Peace and Support to Countries in Special Situations, implemented by UNOPS, in cooperation with the Government of Serbia represented by the Ministry of Labour and Social Affairs acting as national counterpart.)

Summary of functions:

1. Settlement of Guarantee Fund resources leading to Project closure
2. Support Office on Stakeholder management while coordination and liaising on financial, legal and technical issues leading to agreement on use of remaining project funds

Settlement of Guarantee Fund and Project closure

- Consolidate and review project files, including project agreements, financial statements, and internal and external project reports
- Manage the compilation, consolidation and analysis of relevant data of the project
- Report on financial position of the project after coordination with all stakeholders involved
- Following Donor's directives, identify action points for settlement of Guarantee Fund resources, considering financial and legal affairs involved
- Produce Action Plan and recommendations for follow-up with stakeholders involved
- Report on progressions and timely advice on issues and risks arising

Stakeholder liaison

- Liaise and build relationships with all relevant stakeholders of the project, including but not limited to United Nations (UN) agencies and international non-governmental organizations (I/NGOs), donors, Regional Development Agencies, relevant ministries and bank representatives for the purposes of settlement of Guarantee Fund resources and facilitating the project closure.
- Participate in meetings with UN agencies, NGO's and other Stakeholders as required.
- Coordinate stakeholder communications, meetings, and reports as necessary.

3. Required Selection Criteria

a. Education

- Bachelor's Degree preferably in Business Administration, Finance, Law or relevant field is required.
- Master's Degree in relevant discipline will be considered an advantage.

b. Experience

- A minimum two years of relevant and progressive professional experience in the field of Project Financial Management, Banking sector, Loans and Credit management or similar, preferably with focus on monitoring, reporting, development and coordination is required.

c. Language requirements

- Fluency in English is required
- Fluency in Serbian is required

d. Driving license

- Driving license and ability to travel independently is required

e. Certifications

- Certificate in Financial Analysis is an asset.

f. Competencies

Core competencies

- Integrity & Inclusion
- Leading Self & Others
- Partnering

- Results Orientation
- Agility
- Solution Focused
- Effective Communication

Functional competencies

- Demonstrates integrity by modelling the UN's values and ethical standards.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without favouritism.
- Ability to work on detailed financial statements and reports, linked to financial performance, grants and loans.
- Ability to recommend legal remedies related to ownership of the Guarantee Fund
- Strong interpersonal skills and ability to establish and maintain effective partnerships and working relations with people in a multi-sectorial environment.
- Ability to manage, organize, plan and implement work assignments.
- Strong analytical solving skills and ability to handle a range of finance, administration, legal management and coordination issues.

Submission of Applications

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

<https://jobs.unops.org/pages/viewvacancy/VADetails.aspx?id=12220>

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

- Please note that the closing date is midnight Copenhagen time (CET)
- 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.
- For staff positions only, UNOPS reserves the right to appoint a candidate at a level below 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