

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/2018/B5109/15038
Post Title: Programme Associate for Infrastructure and Technical Documentation
Post Level: LICA-7
Org Unit: ECR, RSOC, Serbia
Duty Station (DS): Novi Pazar, Serbia
Duration: One year, renewable subject to satisfactory performance and funds availability
Closing Date: 22 February 2018

1. Programme Background

The European Union Support to Municipal Development – EU PRO Programme¹ will contribute to a more balanced socio-economic development of Serbia, by enhancing competitiveness and social cohesion of 99 municipalities, in two regions: Šumadija and Western Serbia and South and Eastern Serbia.² The European Union (EU) has allocated 25 million Euros for the implementation of the Programme during 36 months. The United Nations Office for Project Services (UNOPS) was selected for indirect management, through a Call for Expression of Interest.³

There are three results that the Programme will achieve:

- Result 1: Improved technological structure of SMEs and their ability to export
- Result 2: Improved conditions for business operations through more efficient administrative service provision, better land management and specific infrastructure investments
- Result 3: Better social cohesion and attractive living environment through improvement of small scale public infrastructure and social relations.

The direct beneficiaries of the EU PRO are local administration structures, local SMEs, civil society organisations (CSOs) and business support organisations (BSOs). The final beneficiaries are the inhabitants of 99 municipalities.

The EU PRO Programme is based on the National Priorities for International Assistance in the Republic of Serbia 2014-2017, with projections until 2020 (NAD)⁴, significant for Serbia's EU accession process and socio-economic development. Its activities will be undertaken in partnership with the Government of Serbia, while respecting the national strategies, laws and relevant development documents, in order to ensure national ownership and help develop national capacities.

2. Duties and Responsibilities

Purpose and Scope of Assignment

Under the direct supervision of the Sector Manager for Infrastructure, the Programme Associate for Infrastructure and Technical Documentation (TD) will be responsible for the implementation of the related projects. He/she will manage implementation of projects related to development of technical documentation for projects contributing to economic development, development/improvement of small-scale infrastructure with economic impact on local level and projects supporting improvement of the living conditions and quality

1 The Programme is based on Serbia Local Development Action Document within the Instrument for Pre-accession Assistance (IPA) 2016 <http://europa.rs/eu-assistance-to-serbia/ipa/ipa-2016/?lang=en>

2 Forty-five municipalities are from the third and the fourth category of development, 44 are from the first and the second. The two regions, Šumadija and Western Serbia and South and Eastern Serbia, are less developed comparing to Belgrade and Vojvodina.

3 The Call was organised by the Delegation of the European Union (DEU) in cooperation with the then European Integration Office of the Republic of Serbia (SEIO) in July 2016. The criteria included adequate administrative, financial and technical capacity, as well as criteria related to the quality of the Concept Note, including relevance; consistency with the objectives, results and activities of the Action, expected impact; sustainability and cost-effectiveness.

4 Available at: [http://www.evropa.gov.rs/Documents/Home/DACU/12/74/NAD%202014-2017%20with%20projections%20until%202020%20\(english\).pdf](http://www.evropa.gov.rs/Documents/Home/DACU/12/74/NAD%202014-2017%20with%20projections%20until%202020%20(english).pdf)

of public infrastructure in municipalities. He/she will strongly contribute to the development of grant schemes for projects related to infrastructure and technical documentation, provide technical assistance to the beneficiaries of these activities, and ensure efficient and effective monitoring of supported projects.

The Programme Associate for Infrastructure and TD will undertake the following specific activities/responsibilities:

- Maintain professional relationship with the local self-governments (LSGs), national and local organisations and development programmes/projects working in areas related to infrastructure and TD
- Contribute to development of the Programme's reports and analysis related to infrastructure and TD development, with particular attention to the results of the Programme's activities
- Provide specialised knowledge needed for the development of the Calls for Proposals for development of infrastructure and TD
- Organise trainings, information sessions, and other events related to promotion of the Calls for Proposals (CFPs) for development of infrastructure and TD and capacity building of local and national partners
- Participate in evaluation of project proposals related to infrastructure and TD, as per request from the line manager and/or the Deputy Programme Manager
- With guidance from the Sector Manager, manage implementation of projects related to infrastructure and TD development
- Provide technical assistance to the beneficiaries of infrastructure and TD activities in order to ensure fulfilment of products' quality criteria, enhance outcomes, and address sustainability
- Provide inputs to the Programme work, financial, procurement plans in parts related to infrastructure and TD
- With guidelines from the operations team and the Sector Manager, contribute to development of documentation needed for procurements and engagement of consultants related to infrastructure and TD
- Responsible for implementation of infrastructure and TD related grant contracts, grant contract budgets and interim and final reporting
- Contribute to establishment and maintenance of archive related to infrastructure and TD development activities
- Provide information to the Sector team about infrastructure and TD development milestones as well as about relevant external developments in these fields
- Under the overall supervision of the Sector Manager, contribute to management of Assistants and Associate Engineers within the Sector, in implementation of infrastructure and TD related activities
- With the guidance of the Sector Manager, coordinate work of retainers and service providers needed for implementation of infrastructure and TD development activities
- Contribute to identification and assessment of risks and implement mitigation measures in accordance with the Risk Management Strategy
- Draft reports for the Sector Manager as envisaged by the Programme Document, while in particular considering progress against the indicators in the logical framework matrix
- Contribute to identification and sharing of the Programme's lessons learned and best practices
- Contribute to efficient and effective use of EU PRO and UNOPS tools for monitoring of Programme's performance, outputs and benefits
- Provide support to the 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.

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

3. Required Selection Criteria

a. Education

- Secondary school diploma is required
- Bachelor's degree preferably in civil/construction engineering or architecture will be considered as an asset

b. Certification

- Projects IN Controlled Environments 2 (PRINCE2) Foundation Certification – preferred

c. Work Experience

- Seven years of experience in working with LSGs in Serbia on implementation of infrastructure and technical documentation development projects is required. BA or MA degree may substitute for some years of experience.
- In depth knowledge of Serbian Planning and Construction Law, Serbian Building Code and other related laws is asset

d. Language Requirements

- Fluency in Serbian is required
- Knowledge of English is an asset

e. Driving license

- Driving license and ability to travel independently is required

f. Core Competencies



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 behaviour. 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

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=15038>

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