

In an effort to promote organizational excellence, UNOPS seeks highly qualified individuals for the following position:

Vacancy Details

Vacancy code: VA/2019/B5109/18730
Post Title: Project Management Support – Associate (SMEs and BSEs)
Post Level: LICA 6
Org Unit: ECR, RSPO, Serbia
Duty Station (DS): Belgrade, Serbia
Duration: Ongoing ICA – Open-ended subject to organizational requirements, availability of funds and/or to satisfactory performance
Closing Date: 7 November 2019

1. Background Information

UNOPS is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. Our mission is to help people build better lives and countries achieve sustainable development.

UNOPS areas of expertise cover infrastructure, procurement, project management, financial management and human resources.

In Serbia, UNOPS has been active since 2000, became the Project Centre (RSPC) in 2012, and was reclassified, due a growing portfolio, to Operations Centre (RSOC) at the beginning of 2017. Since 2017, RSOC operations have expanded to North Macedonia, Georgia and Montenegro.

UNOPS has been a reliable partner primarily of the Government of Serbia, and later of the Governments of North Macedonia, Georgia and Montenegro, in providing support for demanding socio-economic reforms and facilitating accession to the European Union.

Currently, the RSOC is implementing 13 projects focussed on sustainable socio-economic development, creation of more favourable environment for employability, business and infrastructure growth, increased security, improved education, enhanced social inclusion either via enabling durable housing solutions or providing access to health, education and jobs for the most vulnerable population. All projects have good governance and gender equality as transversal themes. UNOPS projects are contextualised within the broader Sustainable Development Goals framework and objectives.

The Norwegian Support to the Western Balkans Development “**Norway for You - Serbia**” is a project financed by the Government of the Kingdom of Norway and implemented by United Nations Office for Project Services (UNOPS).

Overall objective of the Project is to contribute to a more balanced socio-economic development in Serbia by increasing employment opportunities, support social cohesion and improve local infrastructure in the less developed areas. Special focus will be given to inclusion of youth, women and vulnerable groups in the labour market. Also, the Project will strengthen information security of the Government of Serbia.

Project is designed to be implemented on the territory of underdeveloped areas in Serbia, in total 91 local self-governments classified in third and fourth group of development¹.

There are five results that the Project will achieve:

- Result 1: Improved Access to Employment
- Result 2: Enhanced Social Inclusion
- Result 3: Improved Living Conditions and Local Infrastructure
- Result 4: Information Security of the Government of Serbia Strengthened
- Result 5: Process of EU Integration of the Republic of Serbia Supported

¹ In line with the Regulation on the Single List of Development of Regions and Local Self-Governments, Official Gazette of the Republic of Serbia No. 104/2014.

The key stakeholders and the direct beneficiaries of the Project are 91 local self-governments (LSGs) from the third and the fourth group of development and their institutions and organisations, regional development agencies, civil society organisations (CSOs), business support entities (BSEs²), as well as individual beneficiaries, especially women and youth. The final beneficiaries are the inhabitants of the underdeveloped areas where the Project will be implemented, as well as line ministries of the Republic of Serbia, such as the Ministry of European Integration, the Ministry of Trade, Tourism and Telecommunications, and the Regulatory Agency for Electronic Communications and Postal Services.

All Project activities will be undertaken in partnership with the Government of Serbia, in cooperation with the national and local institutions, with the aim of allowing them to respect the legal requirements and, where relevant, EU accession criteria. This will ensure national ownership and help develop national capacities. Activities will also have good governance, human rights, gender equality, environment and climate and anti-corruption as transversal themes.

3. Functional Responsibilities

The Associate will provide support to implementation of “Norway for you – Serbia” Project, while focusing on Project Result 1: Improved Access to Employment and Result 2: Enhanced Social Inclusion. In order to implement activities resulting in increase of Small and Medium-Sized Enterprises (SMEs) productivity, creation of new jobs, improved business operations and better market positioning, the Associate will, under direct supervision of the Project Manager, undertake the following tasks/duties:

- Maintain professional relationship with the business community, civil society organisations and other local stakeholders within the Project’s area of responsibility
- Contribute to development of the Project reports and analysis related to employment activities, SMEs, BSEs and CSOs
- Contribute to the presentation of the envisaged Project support to the SMEs, CSOs and BSEs
- Organise trainings, information sessions and other events related to promotion of the Call for Proposals (CfPs) for SMEs, CSOs and BSEs in order to support potential beneficiaries to adequately respond to the CfP
- Participate in evaluation of project proposals targeting SMEs, CSOs and BSEs as per request from the Project Manager
- With guidance from the Project Manager, manage grant implementation related to SMEs, CSOs and BSEs as defined by the description of the CfPs
- Support the Project in administration, contract management, monitoring, evaluation and reporting of activities
- Assess and ensure alignment of implemented activities with approved project proposals in terms of technical scope, engagement of resources, budget expenditure and agreed timeframe
- Provide technical assistance to the SME, CSOs and BSE beneficiaries in order to ensure fulfilment of products’ quality criteria, enhance outcomes and address sustainability
- Provide inputs to Project work, financial, and procurement plans in parts related to SME, CSOs and BSEs
- With guidelines from the Support Services team and the Project Manager, follow up and if needed contribute to development of documentation required for procurement processes and engagement of consultants related to the SMEs, CSOs and BSEs
- Manage SME, CSO and BSE related grant contracts, follow up of grant contract budgets, as well as interim and final reporting in the assigned territory of the Project’s area of responsibility
- Follow up/review financial and administrative aspects of grants implemented
- Contribute to establishment and maintenance of archives related to SMEs, CSOs and BSEs
- Provide timely and accurate information to the Project team regarding SME, CSO and BSE service related milestones, as well as relevant external news about these fields
- Follow up and provision of the relevant information related to the recent developments in the field of SME, CSO and BSE.
- With the guidance from the Project Manager, coordinate work of retainers and service providers needed for implementation of the activities supporting SMEs, CSO and BSEs

² Business Incubators including co-working spaces and hubs, Endowments, Clusters, Accredited Regional Development Agencies, Business Associations, Science or Technology Park, Chamber of Commerce and Research Institutes and Academic Organisations (Academies, Universities).

- Contribute to identification and assessment of risks and implement mitigation measures in accordance with the Risk Management Strategy
- Contribute to qualitative and quantitative analysis of “Norway for you – Serbia” results in SME competitiveness development through the improved access to employment and enhanced social inclusion, and provision of specialised services provided by BSEs to SMEs
- Draft inputs for the reports as envisaged by the Project’s Description of action, while in particular considering progress against the indicators in the Result’s framework matrix
- Contribute to the identification and sharing of the Project’s lessons learned and best practices
- Contribute to efficient and effective use of Project and UNOPS tools for monitoring of project performance, outputs and benefits
- Provide support to the Project communication and visibility activities

Perform other duties as may be reasonably required and in line with the incumbent’s scope of services above.

4. Required Selection Criteria

a. Education

- Secondary education is required.
- Bachelor’s degree preferably in economics, social sciences, or development studies is an asset.

b. Certification

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

c. Work Experience

- Six years of experience in the field of project management is required
- One year of experience in implementation of projects targeting SMEs and/or BSEs and/or CSOs in Serbia is required.
- Bachelor’s degree may substitute for some years of experience.
- Experience with the EU or the UN, or another international organisation is an asset.

d. Language Requirements

- Fluency in Serbian and English is required.

e. Driving License

- Driving license and ability to travel independently is required.

f. Core Competencies



Develops and implements sustainable business strategies, thinks long term and externally in order to positively shape the organization. Anticipates and perceives the impact and implications of future decisions and activities on other parts of the organization. **(for levels IICA-2, IICA-3, LICA Specialist- 10, LICA Specialist-11, NOC, NOD, P3, P4 and above)**



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 behavior. 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 Curriculum Vitae and Cover Letter to UNOPS via UNOPS Jobs at following link:

<https://jobs.unops.org/Pages/ViewVacancy/VADetails.aspx?id=18730>

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
- 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 seeks to reasonably accommodate candidates with special needs, upon request.
- Work life harmonization - UNOPS values its people and recognizes the importance of balancing professional and personal demands. We have a progressive policy on work-life harmonization and

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- offer several flexible working options. This policy applies to UNOPS personnel on all contract types
- For staff positions only, UNOPS reserves the right to appoint a candidate at a lower level than 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