

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	UNOPS-PROGRES-2011-VA-014
Position Title	Deputy Programme Manager
Position Level	Local Specialist LICA 6
Org Unit	EMO/PRPC
Duty Station	Prokuplje with extensive travel
Duration	one year with three months probation period
Closing Date	05 October 2011

Background

The European Partnership with Municipalities Programme (PROGRES) is a joint action of the European Union, the Government of Switzerland and the Government of Serbia, to enhance stability and socio-economic development in the South and South West Serbia. In a holistic manner, PROGRES will endeavour to accelerate growth and improve the overall conditions in the Programme Area. The United Nations Office for Project Services (UNOPS) has been granted an initial budget of EUR 17,5 million for the Programme, which should be implemented in a timeframe of three years, starting in mid- 2010.

PROGRES will aim to strengthen local governance by addressing both the performance of the local governments and institutions and by encouraging participation of civil society organisations in public sector decision making. It will also support partnerships between stakeholders on the local, regional and national levels, to produce local collective goods and services. Furthermore, the Programme will work on strengthening financial departments and improvement of the budgeting and financial processes and the enhancement of project management capacities within local institutions, in particular those concerning a systematic approach to development of environmental, economic and social infrastructure.

Duties and Responsibilities

The Deputy Programme Manager (DPM) supports the Programme Manager (PM) as part of the senior management team which are responsible for the successful implementation and promotion of the vision, mission, values, and strategic goals of EU-PROGRES. This position also provides the link between Programme and Operations and as such, the DPM will have expertise in procurement, financial management and programme delivery on complex projects.

The DPM will be expected to fully support the Technical Specialist, Communication Officer and Component Managers to ensure their outcomes are fully understood, supported and realised by the Operations and Programme teams in terms of administrative, financial and procurement planning.

The DPM will also be responsible with the PM for the overall internal and external communications within the Programme and be fully supportive of the Communications Manager on this aspect to ensure EU-Serbian Government and SDC visibility is maximised.

Specific duties and responsibilities include:

- To work closely with the Programme Manager in ensuring the Programme is implemented on time and in a quality fashion
- To coordinate with PM to ensure that the Good Governance (GG) principles are integrated into all aspects of the Programme as a transversal theme
- To directly supervise the GG Component 1 Manager, the Head of South West and the Senior Coordinator for the South Serbia, ensuring they are meeting targets as previously set and to, again, ensure that GG continues to be an explicit part of all programme activities and outcomes.
- Closely cooperate with the Technical Specialist, Communications Manager, Component Managers, and the Operations Manager ensuring Programme implementation is on target
- Ensure cohesion of the Programme team, to implement the PROGRES activities following agreed Donor and UNOPS policies, strategies and local approval procedures
- Play a leading role in planning Programme activities ensuring there is effective communication and coordination between all components and specifically to ensure that all Programming comply with UNOPS programme, financial, administrative and procurement procedures
- Specifically the DPM will be responsible to ensure all Programme inputs into the Operations Budget and Procurement Plans are provided in a timely fashion and to support budgetary planning
- Responsibility for internal communications plan/ report management/trainings and quality control of all written external correspondence and internal manuals/reports etc
- Ensure there is a strong linkage and communication between the four components and where necessary play a problem solving/resolving role
- Assist and support national staff to progressively enable them to assume increased responsibilities
- Oversee, and directly supervise where appropriate all national and international experts contracted by EU PROGRES
- Promote cohesion and cooperation between UN and other international agencies working in the South and South West Serbia by convening regular meetings to share information and experience
- Directly manage or support programme colleagues management of consultants, short and long term experts both national and international to ensure the terms of their contracts are fully met
- Take the lead in collating and developing external reports on socio-economic conditions in the area used to inform donors and key stakeholders of trends and conditions in the Programme Area
- Contribute to high national and international visibility of the EU PROGRES, donors, UNOPS and the other stakeholders involved in the Programme
- Perform/organise periodic reviews of the Programme to assess progress and the extent to which the project is contributing to the purpose
- Identify issues and areas that need special attention and consideration and suggest measures for re-alignment to the Programme Manager
- Support all visibility events as required in terms of planning and implementation and to ensure that all EU PROGRES contractors and Grantees understand and implement EU PROGRES PR and EU/SDC Visibility Guidelines
- Chair weekly staff meetings and ensure accurate minutes taken as well as follow-up on commitments from staff meetings
- Draft all EU PROGRES reports for PM final approval and submission to donors including inception, monthly, quarterly, annual and final reports
- Represent the Programme as appropriate to Donor Representatives, Government, LSG and stakeholders
- Other duties as discussed and agreed with Programme Manager

Monitoring and Progress Controls

- Successful achievement of all activities envisaged in the Component 1 and GG is an integral part of all Component activities
- All staff have regular and quality appraisal process
- Ensure timely inputs to procurement and financial planning
- Ensure, in Cooperation with PM and Operations Manager that programme financial controls are in place and budgets produced accurately and timely

- Reports from meetings produced within 48 hours
- Quality control of all reports received from consultants and contractors as well as controls on outgoing correspondence
- Timely and accurate contribution to and leadership of all planning documents envisaged as standard EU PROGRES including monthly, quarterly and annual plans which incorporate operational and programme inputs
- Timely and accurate drafting of all Reports envisaged as standard EU PROGRES reports including monthly, quarterly and annual reports as well as briefing documents and other submissions to Donors and stakeholders

Required Selection Criteria

Competencies

- Serbian as native language, fluency in English speaking and writing
- Commitment to the EU-Serbian Government partnership towards EU accession
- 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
- Strong representational and communication skills
- Knowledge of and commitment to the principles of GG
- Excellent people management skills with demonstrated experience in managing national and international staff members and consultants
- Public speaking clear and focused, with ability to effectively communicate complex ideas to a non-specialist audience with little background in labour market economics
- Formulates written information clearly and persuasively
- Accountability for management of time, establishing clear performance goals, standards, & responsibilities
- Demonstrates openness to change and ability to manage complexities
- Initiates and sustains relationships with key constituents
- Seeks and applies knowledge, information, and best practices from within and outside UNOPS
- 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 humoured even under pressure.
- Willing to share knowledge and experience, while actively working towards continuing personal learning; coaching that strengthens internal staff and/or municipal employees and municipalities
- Builds strong relationships with clients and external actors
- Strong IT skills especially on using spread sheets, excel and in budget formulations
- Drivers licence essential and ability to travel independently

Education/Experience/Language

- Masters Degree in a relevant field with 3 years of relevant work experience OR Bachelors Degree plus 5 years of relevant work experience
- Experience in financial and procurement management
- Strategic planning experience and demonstrated leadership abilities
- Experience with international organisations and/or international NGOs essential
- Knowledge of the regional socio-economic and geo-political situations
- Knowledge of regionalization in Serbia and/or the Western Balkans context
- Experience in security planning



- Experience in implementing governance programmes essential

Submission of Applications

Qualified candidates may submit their application, including a letter of interest, complete Curriculum Vitae and an updated United Nations Personal History Form (P.11) available under Related Links at <http://www.unops.org/english/whoweneed/Pages/Contracttypes.aspx> via e-mail to progres.vacancies@unops.org. Kindly indicate the vacancy number and the post title in the subject line when applying by email.

*** 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.

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