



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-015
Position Title	National expert for Business Enabling Environment and Municipal Finances 2 posts (one covering Jablanicki and Pcinjski districts, one covering Toplicki district and South-West Serbia)
Position Level	Local Specialist LICA 6
Org Unit	EMO
Duty Station	Home-based, with frequent travel to South and South West Serbia
Duration	one year with maximum number of 100 working days per expert
Closing Date	28 November 2011

Background

The European Partnership with Municipalities Programme (EU-PROGRES) is a joint action of the European Union, the Government of Switzerland and the Government of Serbia, designed to enhance stability and socio-economic development in the South and South West Serbia. In a holistic manner, EU-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 18,1 million for the Programme, which should be implemented in a timeframe of three years, starting in mid- 2010.

EU-PROGRES activities are divided into four components, and the Programme is expected to deliver eight results, as follows:

Component 1: Good Governance (a cross cutting theme underpinning all components)

Result 1: Participatory, accountable and transparent governance, respecting human rights

Component 2: Municipal Management and Development Planning

Result 2: Municipal organizational effectiveness and efficiency improved and capacities to deliver services to citizens and business increased

Result 3: Capacities for planning municipal and regional sustainable development strengthened and relevant development documents created

Component 3: Physical, Economic and Social infrastructure

Result 4: Projects and project documentation prepared for key economic, environmental and social projects

Result 5: Project financing facilitated through enabling contacts with ministries, donors and other projects

Result 6: Selected projects financed and implemented through EU-PROGRES

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Component 4: Public Awareness and Branding of Areas

Result 7: Awareness of the need for, the logic of, and the effects of changes communicated to a broad public

Result 8: A plan to develop the areas' images and self-images as unique areas of Europe are established and implementation begun.

Direct beneficiaries of all activities are the twenty five municipal administrations (including city councils, and assemblies) taking part in the EU-PROGRES:

- Ivanjica, Nova Varoš, Novi Pazar, Priboj, Prijepolje, Raška, Sjenica, and Tutin in the South West
- Blace, Žitorađa, Kuršumlija, Prokuplje in the Toplički district
- Bojnik, Vlasotince, Lebane, Leskovac, Medveđa, Crna Trava, Bosilegrad, Bujanovac, Vladičin Han, Vranje, Preševo, Surdulica, Trgovište in the South Serbia.

Other beneficiaries include municipality-founded institutions and public utility companies, civil society organisations (CSO) and media in the participating municipalities. However, the ultimate beneficiaries are the inhabitants of the South and South West Serbia.

Duties and Responsibilities

Under the overall guidance of the EU-PROGRES Technical Specialist, Component 2 Manager, the **National experts** will undertake the following tasks/duties:

Specific duties and responsibilities

- Assess the clustering potential in South and South West Serbia and identify at least five potential future clusters;
- Actively promote and introduce clustering among potential entrepreneurs and recommend at least three groups of entrepreneurs for formation of new clusters;
- Support in cluster forming for up to three productive sectors,
- Development of business plans for these new clusters;
- Assess needs for and propose technical equipping of the clusters;
- Lead the process of branding, innovation planning and diversification of product range for the new clusters.
- Assess the capacities and level of activities of the functioning LEDs and based on the assessment recommend at least 5 municipalities for FDI planning
- Define planning and implementation of Direct Investment Attraction Plans with recommended LED offices.
- Monitor the implementation of the Business Incubator Centre project grants in Vranje and Prokuplje and provide active guidance and/or support in overcoming obstacles during the implementation.
- Provide ad-hoc expert advisory services to BIC management.
- Assess the capacity and level of interest in municipalities to implement the Capital Investment Planning process and recommend at least 5 municipalities for implementation.
- Lead the Capital Investment planning process and provide expert guidance in Capital Budgeting as an integrative part of the process.
- On-going identification of weaknesses or gaps in the process, approach and methodology and make recommendations as to further actions





- Provide expert analysis of the local economic development prospects in South and South West Serbia and propose corrective actions for EU-PROGRES ongoing activities as well as recommendation for future programming.
- Communication of European values and the principles of Good Governance

The above stated specific duties and responsibilities are to be performed and results completed over the period between November 2011 and December 2012 in accordance with the EU-PROGRES Work Plan and timelines set by the Component 2 Manager and Technical Specialist.

All Final Products must be completed, submitted and endorsed by EU-PROGRES Programme Manager before 31st December 2012.

Final Product

Three business clusters established and functional.

Two BICs supported in extension of services.

Five Foreign Direct Investment plans developed in association with respective LED Offices.

Five Capital Investment Plans and Capital Investment Budget projections completed.

Proposals for further enhancement of municipal budgets prepared.

Required Selection Criteria

Competencies

- Demonstrates commitment to UNOPS' mission, vision and values.
- Displays cultural, gender, religion, race, and nationality sensitivity and adaptability.
- Excellent organizational and inter-personal skills.
- Accountability for management of time and respect of professional standards.
- Demonstrates openness to change and ability to manage complexities.
- Focuses on result and responds positively to feedback.
- Willing to share knowledge and experience.

Education/Experience/Language

- Masters Degree in Economy and demonstrated expertise in business development and management.
- At least 7 years of relevant professional experience in business planning, support to business associations and/or clusters, local fiscal systems and local economic development (experience in developing FDI plans will be considered as additional advantage)
- Experience in developing and writing Business Plans.
- Experience of local government and environmental and planning issues and strong insight and knowledge of national laws and bylaws regulating this area in Serbia.
- Experience with International Organizations and/or international NGOs desirable
- Experience with EC and an understanding of EC Visibility requirements highly desirable
- Understanding of the concepts of good governance and an ability to communicate the benefits of complying with the processes of governance
- Computer literacy: MSWord, Excel and Access
- Strong drafting skills excellent presentation and facilitation skills





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- Ability to work independently and as part of a team.
- Effective communication and interpersonal skills
- The ability to motivate others and inspire change
- Driving skills and a clean driving licence with the ability to travel independently
- Serbian as mother tongue. Fluency of written and spoken English language.

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.progresprogram.org/konkursi.php?oblast=oglasj> 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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