



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-016
Position Title	Good Governance Programme Coordinator
Position Level	Local Support LICA 3
Org Unit	EMO
Duty Station	Novi Pazar, with extensive travel throughout EU-PROGRES AoR
Duration	1 year contract with a 3 month Probationary Period
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

A handwritten signature in black ink, consisting of a stylized 'C' followed by a flourish.

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, Kuršumlja, 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 Good Governance (GG) Component Manager, the Good Governance Programme Coordinator will undertake the following tasks/duties:

- Provides support and facilitation to implementation of specific activities related to Good Governance as a Cross-Cutting Aspect of the Programme
- Provides support to and facilitation of activities related to Good Governance Component
- Prepares and facilitates meetings, workshops and other events related to Good Governance activities
- Maintains necessary administrative communication with Good Governance internal and external stakeholders
- Monitors implementation of GG related projects
- Tracks, records and updates current status of all funded GG and GG-related projects and activities and makes recommendations for any issues arising
- Provides support to the Communications Manager related to visibility and promotion of GG and GG-related projects
- Facilitates and attends meetings, seminars and other activities organized by the EU-PROGRES and for the Programme staff
- Communicates regularly with the municipalities and municipal officials in the area of responsibility, as per need
- Establishes and maintains relations with other local and international agencies or organizations present in the area of responsibility, as per need
- Provides lessons learned and recommendations for future related activities
- Provides substantive inputs and support to preparation of work plans and ensures implementation of the planned and envisaged activities
- Collects inputs and compiles regular reports for the Component Manager
- Provides technical and other support to the Programme team
- Performs other duties as assigned by the Component Manager.



Competencies

- Promotes the vision, mission, and strategic goals of UNOPS
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favouritism
- A strong client orientation attitude to both local and international partners
- Excellent time management, monitoring and evaluation skills
- Excellent training and coaching skills
- A positive attitude and enthusiasm about project goals
- Flexibility in responding to additional requirements
- Strong communication skills, including good report writing skills
- Excellent interpersonal skills
- Understanding of the principles of Good Governance and ability to apply to the workplace
- Professional experience with international organizations
- Driving License
- Fluency in Serbian; good spoken and written knowledge of English

Education/Experience/Language

- Bachelor's degree in social sciences, development studies or other relevant degree; OR a combination of education and extensive working experience
- Minimum of five years of relevant experience in local governance/development field
- Demonstrated experience in project management generally

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=oglas> 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.

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