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-011
- **Position Title**: Programme Coordinator
- **Position Level**: Local Support LICA 4
- **Org Unit**: EMO/PRPC
- **Duty Station**: Prokuplje (extensive travel required)
- **Duration**: One year contract from July 2011 with 3-months probation included
- **Closing Date**: 13 June 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

Under the overall guidance of the PROGRES Deputy Programme Manager, the Programme Coordinator will undertake the following tasks/duties:

- Organise, support implementation and supervise activities within all four PROGRES Components, in the area of responsibility, ensuring that they are achieved according to the work plans and schedule
- Take the lead in identification, development and implementation of sub-projects and liaise closely with Component Managers and project engineers on technical issues
- Provide substantive inputs to the process of strategic planning and oversee the strategic planning process in the area of responsibility and in close coordination with the Component 1 Manager and Deputy Programme Manager
- Provide substantive inputs and support to preparation of project work plans and ensure implementation of the planned and envisaged activities in the area of responsibility
Communicate regularly with the municipalities and municipal officials in the area of responsibility
Establish and maintain relations with other local and international agencies or organizations present in the area of responsibility
Facilitate and attend meetings, seminars and other activities organized by the PROGRES and for the Programme staff
Collect inputs and compile regular reports for the Deputy Programme Manager
Provide timely and accurate reports and inputs as envisaged by the PROGRES Programme Document
Ongoing technical and consultancy support to the Programme team
Providing support to and facilitation of Good Governance cross cutting activities related to all Components
Providing support and facilitation of implementation of specific activities related to Component 1
Preparing and facilitating meetings, workshops and other events related to good governance as a cross cutting theme
Maintain administrative communication with Good Governance internal and external stakeholders, as instructed by the Component 1 Manager
Assist the Component 1 Manager in preparation of internal and external correspondence for the projects as required
Monitor implementation of Component 1 projects, but also other initiatives which have good governance as a transversal theme. This includes, but is not limited to, tracking, recording and updating of the current status of all funded good governance projects as well as making recommendations for any issues arising.
Provide support to Communications Manager related to visibility and promotion of CIF projects
Provide lessons learnt and recommendations for future CIF related activities
Perform other duties as assigned by the DPM/Component 1 Manager.

Required Selection Criteria

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
- 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 seven years of relevant experience in local governance/development field
- 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.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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