



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

Vacancy Details

Vacancy code:	VA/2019/B5109/19037
Post Title:	Project Management Support - Associate
Post Level:	LICA 6
Org Unit:	ECR, RSPO, Serbia
Duty Station (DS):	Podgorica, Montenegro
Duration:	Ongoing ICA – Open-ended subject to organizational requirements, availability of funds and/or to satisfactory performance
Closing Date:	8 January 2020

1. Background Information

The United Nations Office for Project Services (UNOPS) is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. UNOPS supports partners to build a better future by providing services that increase the efficiency, effectiveness and sustainability of peace building, humanitarian and development projects. Mandated as a central resource of the United Nations, UNOPS provides sustainable project management, procurement and infrastructure services to a wide range of governments, donors and United Nations organizations.

The United Nations Office for Project Services (UNOPS) has been active in Serbia since 2000, and the operations of UNOPS Serbia Project Office (RSPO) have since 2017 expanded to North Macedonia and Montenegro.

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

Currently, the RSPO is implementing 13 projects focused on sustainable socio-economic development, social cohesion, creating 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 contextualized within the broader Sustainable Development Goals framework and objectives.

Project background

“Norwegian Support to Western Balkans Development - Norway for You–Montenegro” Project (Project) will contribute to a more balanced socio-economic development in Montenegro, by increasing employment opportunities, supporting social cohesion and improving local infrastructure in least developed municipalities. The Norwegian Ministry of Foreign Affairs (MFA) allocated NOK 15 million for this project implemented by the United Nations Office for Project Services (UNOPS) during 24 months, until December 2020.

Project will achieve two outputs:

- Output 1: Improved Access to Employment
- Output 2: Enhanced Social Inclusion through Improved Living Conditions

During its lifetime, the Project will support self-employment, provide vocational training in accordance with the Local Employment Action Plans, organise Call for Proposals for projects of local government institutions, civil society organisations and business support organisations and support projects for improvement of living conditions and quality of life.

The key stakeholders and the direct beneficiaries of the Project are the local self-governments and their institutions and organisations along with the Union of Municipalities of Montenegro (UOM), regional development agencies, national employment agencies and local branches, civil society organisations (CSOs),

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business support organisations (BSOs), Regional Rural Development Standing Working Group, the Fund for Active Citizenship, as well as individual beneficiaries, small and medium sized enterprises and especially women and youth. The final beneficiaries is the population of the underdeveloped areas where the Project will be implemented.

2. Functional Responsibilities

The Project Management Support – Associate works closely with and under supervision and guidance of the Project Manager to ensure effective and efficient implementation of the Project through a range of actions contributing to planning, management and monitoring of Project activities. The Project Management Support – Associate provides services to donors, partners, suppliers and beneficiaries, and is expected to contribute strongly to the Projects' performance and delivery goals.

In performing her/his work, the Project Management Support – Associate promotes a client, quality and results-oriented approach, and works closely with the Support Services, Programme and Projects' personnel to exchange information and ensure consistent service delivery.

The Associate will undertake the following activities/responsibilities:

- Ensure effective implementation of Project activities in the area of responsibility and maintain professional relationship with the local self-governments (LSGs), national and local civil society organisations (CSOs), business support organisations (BSOs) and other institutions as well as development programmes/projects within the Project area of responsibility
- Contribute to the development of the grant scheme and Calls for Proposals (CFPs)
- Follow up grant contracts and grants implementation, particularly observing grant contract budgets and interim and final reporting in the assigned territory of the Project Area of Responsibility
- Provides technical assistance to the grantees and other beneficiaries
- Organise trainings, information sessions, and other events related to promotion of the CFPs and capacity building of potential beneficiaries to adequately respond to the Calls
- Participate in evaluation of project proposals, as per request from the Project Manager
- 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 inputs to the Project's work, financial, recruitment and procurement plans as required
- With guidelines from the support services team and the Project Manager, contribute to development of documentation needed for procurements and engagement of consultants
- Prepare minutes from project meetings
- Contribute to development of Project's reports and analysis related to project activities
- Contribute to establishment and maintenance of archive related to Project's activities
- With the guidance of the line manager, coordinate work of retainers and service providers needed for implementation of activities
- Contribute to identification and assessment of risks and implement mitigation measures in accordance with the Risk Management Strategy
- Draft reports as envisaged by the Project Document, while in particular considering progress against the indicators in the Logical Framework Matrix
- Contribute to 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 the Project's performance, outputs and benefits
- Provide support to the Project's communication and visibility activities.
- Perform other duties as may be reasonably required and in line with the incumbent's scope of services above.

3. Required Selection Criteria

a. Education

- Secondary school diploma is required
- Bachelor's degree preferably in Economics, Business Administration, Project Management, Social or Political Science or related field will be considered as an asset
- PProjects IN Controlled Environments (PRINCE 2) Foundation Certification – preferred



b. Work Experience

- Minimum six years of experience in project implementation activities. BA or MA degree may substitute for some years of experience.
- Experience in Grant modality projects will be considered as advantage
- Direct experience in working with SMEs, BSOs, LSGs and CSOs is an asset
- Direct experience with activities related to community economic empowerment is asset

c. Language Requirements

- Fluency in Montenegrin and English language is required

d. Driving license

- Driving license and ability to travel independently is required

e. 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 behaviour. 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=19037>

Kindly note that this is a local position open to nationals of Montenegro 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.**
- 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 offer several flexible working options. This policy applies to UNOPS personnel on all contract types
- UNOPS seeks to reasonably accommodate candidates with special needs, upon request.
- 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