

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

Vacancy Details

Vacancy code: VA/2019/B5109/18433
Post Title: Senior Assistant
Post Level: LICA-5
Org Unit: ECR, RSPO, Serbia
Duty Station (DS): Skopje, North Macedonia
Duration: Ongoing ICA – Open-ended subject to organizational requirements, availability of funds and/or to satisfactory performance
Closing Date: 8 September 2019

1. Background Information

In Serbia, UNOPS has been active since 2000, became the Project Centre (RSPC) in 2012, and was reclassified, due a growing portfolio, to Operations Centre (RSOC) at the beginning of 2017. Since 2017, RSOC operations have expanded to North Macedonia, Georgia and Montenegro.

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

Currently, the RSOC is implementing 13 projects focussed on sustainable socio-economic development, creation of more favourable 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 contextualised within the broader Sustainable Development Goals framework and objectives

Project background

The Nordic Support for Progress of North Macedonia project is funded by the Kingdom of Norway, through the Norwegian Embassy, and the Kingdom of Sweden, through the Swedish International Development Cooperation Agency. The project aims to enhance the capacity of the Republic of North Macedonia for EU integration by providing technical assistance to state institutions during the accession period. The project activities are aimed toward communication of the benefits of the EU integration process, as well as at strengthening the transparency of the process and strengthening the public awareness by inclusion of CSO's and media in all phases of the accession process.

At the local level, the project will strengthen the local infrastructure of the less developed municipalities by financially supporting certain infrastructure projects, thus contributing to an improved social inclusion in these regions. Additionally the project will support new employments by embedding project activities within the active labour measures and supporting start-up companies and conducting workplace trainings.

The project Secretariat for European Affairs is the project owner and responsible partner for sustainability of project results in the country. Key project stakeholders and beneficiaries are the Ministry of Foreign Affairs, the Parliaments Committee for European Affairs, national and local media outlets and ultimately the citizens of the Republic of North Macedonia.

2. Purpose and Scope of Assignment

Under the guidance and supervision of Project Manager, the Project Management Support – Senior Assistant provides a variety of support activities for the implementation of related results supporting work of the Parliament's Committee for European Affairs (CEA) ensuring high quality, accuracy and consistency of work for the Project.

In particular, the Project Management Support – Senior Assistant will perform following tasks:

- Provide effective and efficient support to the Project activities in the Parliament's Committee for European Affairs (CEA), including maintaining of records of project files and other supporting documents.
- Assist Secretariat of the CEA in preparation of the sessions of CEA and different events organized by CEA, and follow up of the sessions of CEA.
- Assist project experts and Secretariat of the CEA in organization of the capacity building events.
- Support projects expert's activities, monitor their implementation, collect status reports and liaise with the Project Manager.
- Assist the Project Manager and Project Associates in the preparation of project completion reports. .
- Follow up on deadlines, commitments made, actions taken and coordination of collection and submission of the reports to the Project Manager.
- Assist Project Manager in follow up of project quality indicators and provide support to monthly assurance tasks.
- Compilation of briefing and presentation materials, speeches, background information and documentation for meetings and missions.
- Translation of simple correspondences, when needed.
- Provide support for the Project 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 degree preferably in project management, business administration, economics or related field will be considered as an asset

b. Work Experience

- Five years of experience in project support or administrative function with a secondary school diploma is required.
Bachelor or Master Degree may substitute some or all of the required years of experience.
- Experience with UN and/or UNOPS administrative management systems will be considered as an asset

c. Language Requirements

- Fluency in English and Macedonian is required
- Knowledge of Albanian language is an asset

d. Driving license

- Driving license and ability to travel independently would be considered as an asset

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 behavior. 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=18433>

Kindly note that this is a local position open to nationals of North Macedonia and to individuals who have a valid residence/work permit.

Additional Considerations

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- 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.**
- UNOPS seeks to reasonably accommodate candidates with special needs, upon request.
- 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
- 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