

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	VA/PRPC/2010/SWIFT/003
Post Title	SWIFT Management Specialist
Post Level	Local Individual Contract Agreement (L-ICA 6)
Org Unit	EMO/PRPC – SWIFT Sustainable Waste Management Initiative For Healthier Tomorrow (SWIFT)
Duty Station	Belgrade, Serbia
Duration	12 months (full time in first six months and part-time in last 6 months)
Closing Date	19 March 2010, 15:00 hrs (CET)

Background

The **Sustainable Waste management Initiative For healthier Tomorrow (SWIFT)** project implemented by UN partners WHO (health & environment component), IOM (social mobilization component) and UNOPS (income generation component) seeks to enhance healthy livelihoods through the creation of sustainable employment for the Informal Waste Collectors (IWC). This will be performed by organising them into self-managed micro-enterprise(s) able to collect, sort and/or (pre-) treat waste on a larger scale. This will enable higher volumes and revenue margins, thereby offering the basis for a more sustainable and formal employment and indirectly enabling better access to public and social services (health education, social welfare), and integration into civil society in general. A UNOPS-commissioned Feasibility Study confirmed by February 2010 the viability of sustainable operations of a first micro-enterprise envisaged with IWC communities in Zvezdara/Belgrade. The Management Specialist will be engaged to support the establishment of this first micro-enterprise (or SWIFT Center).

Duties and Responsibilities

Under the direct supervision of and reporting to the UNOPS SWIFT Program Manager, the incumbent will provide management expert services in support of the SWIFT Center in the areas of Business Development, Center Management and Operations, and Capacity Development. He/she will form part of a technical assistance team deployed by the UN SWIFT partners in support of the establishment of the SWIFT Center and is expected to coordinate and work closely with other team members as well as with other designated counterparts of the SWIFT Center. He/she will be based in the SWIFT Center once established and will in the initial phases assume management (co-) responsibilities for Center operations.

Specific duties/tasks include:

Business Development:

- Based on the UNOPS Feasibility Study Report dated February 2010, finalize a detailed short term business plan for the SWIFT Center in Zvezdara/Mirijevo, Develop and implement a marketing strategy for selected feasible product/market combinations as per business plans;

- Develop business agreements with selected waste generators (organized households, commercial entities, etc.);
- Develop business agreements with selected buyers/clients (waste processors or middlemen); and
- Develop cooperation agreements with relevant stakeholders (such as Belgrade Public Enterprises), as appropriate.

The Management Specialist in case of satisfactory preliminary results may be requested to explore options for replicating the SWIFT model and/or expanding SWIFT operations to other parts of Belgrade or within Serbia. In such event, the Management Specialist will assist in the preparation of related feasibility studies and/or strategies.

Center Management and Operations:

- Assist in the implementation of community mobilization activities necessary to establish the SWIFT Center;
- Assist in site preparation activities needed for the establishment of the Center;
- Assist in procurement of Center equipment and supplies. Assist in the required steps to obtain any permit required for collection, storing sorting and treating of wastes and selling of recyclables;
- Set up workable management systems for:
 - logistical operations, including for daily work assignments to honor business agreements with selected waste generators, procedures for receipt and storage of collected wastes, registration of wastes, operation and maintenance of machinery and equipment, etc.
 - monitoring of collection mechanisms
 - remuneration of and engagement of waste collectors
 - Archiving/filing of all logs, reports, agreements, and other documents
 - Financial operations: petty cash, account payables & receivables, Balance Sheet, Income and Loss Statement, etc.
 - Ensuring Occupational Health and Safety mechanisms and trainings are developed and applied.
- Set up monitoring/reporting systems for waste quality control, incoming, stored and outgoing waste material flows, collection performance;
- Preparation of annual report and other reports as may be required; and
- Assume management co-responsibility for Center operations including for account management and contractual engagements.

Capacity Development:

- Assess capacities of waste collectors, and identify training needs
- Prepare a capacity development plan for Years 1 -3
- Identify and explore cooperation with training/cap development providers;
- Prepares detailed Scope of Services/ToRs for specific training activities
- Implement, organize and/or coordinate selected training/capacity development activities
- Assist in the identification and screening of candidates for SWIFT Center Manager and Admin Assistant
- Coach/Mentor and train Center Manager and administrative personnel throughout the period of assignment as required in order to ensure adequate self-capacities to manage the SWIFT center

Other:

- Any other tasks that may emerge and would be within the scope of duties as logically can be assumed

Required Selection Criteria

Competencies:

- Takes ownership of responsibilities and honors commitment.
- Shows strong corporate commitment – works to achieve the goals of UNOPS as a whole, making significant contributions to corporate priorities or initiatives led by other UNOPS offices
- Focus on clients' services, keeping them informed of project/procurement progress or setbacks. Actively interact with clients to solicit feedback and gauge client satisfaction.
- Keen sense of ethics and integrity in dealing with clients and suppliers.
- Good team player and strong interpersonal and communication skills.
- Commitment to excellence and high quality results.
- Ability to recognize and seize potential market opportunities and challenges and to take timely and independent decisions to meet goals and objectives
- Ability to apply technical skills to ensure effective delivery of services.
- Ability to network, to create partnerships and actively interface with internal and external clients and partners to meet work objectives;
- Good knowledge and understanding of Serbian institutions and donor communities.
- Demonstrated report writing skills
- Ability to pursue high standards of work and to be organized and effective;
- Ability to take initiative, prioritize and coordinate work, handle pressure from strict deadlines and long hours;
- Responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.
- Receptive to alternative problem solving; and
- Ability to be a good team-player, to supervise and manage staff and to function within a diverse multiethnic and multicultural working environment.

Education/Experience/Language

QUALIFICATIONS/EXPERIENCE/SKILLS

- Serbian national;
- Minimum Masters University degree in relevant field plus 3 years of working experience OR;
- Bachelors University degree plus 5 years of working experience;
- Demonstrated field experience in development and management of community-based organizations engaging in commercial activities, with proven success stories;
- Demonstrated in-dept knowledge of the municipal waste management sector in Serbia and preferably in Belgrade;
- Good understanding of operations of RAE settlements in Belgrade and RAE culture in general is a strong asset;
- Proven networking and communication skills;
- Good management and analytical skills;
- Proficiency in English is essential, incl. demonstrated capacities in report writing; and
- Valid driving license a must and own means of transport preferred

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/Contractypes.aspx> via e-mail to swift.vacancies@unops.org. Kindly indicate the vacancy number and the post title in the subject line when applying by email.



Operational excellence for results that matter

*** 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.