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This is an extra-budgetary position subject to the availability of funds. The incumbent will receive a one-year Fixed-term Letter of Appointment, which will be subject to satisfactory completion of a 6-month probationary period and which will be renewable annually, subject to satisfactory performance, until the end of the Project (20 June 2015). The incumbent will work on the EU-funded project "Technical Assistance for the Implementation of the Government of Serbia's Sector Fiche Social Development (measure 5) for the Realisation of the Strategy for Roma Inclusion" which is placed within the Democratization Department. | |  |  |  | | Tasks and Responsibilities | https://employment.osce.org/OA_HTML/cabo/images/t.gif |  | |  |  |  | |  |  | The incumbent works on the implementation of Result 5 of the Project, which focuses on regulatory preparations in place for infrastructural improvement of housing conditions of the Roma Community. Specifically:   1. Organizes evaluation of the existing physical infrastructure in the designated settlements within the selected twenty pilot municipalities, and of the legal standards and procedures. Drafts Terms of Reference in co-ordination with the international Project Officer for Housing and the Ministry in charge of construction and urbanism. Identifies the existing practices in the field of self-construction and affordable housing models and assists in the development of refined affordable models. Organizes workshops with municipal staff and Roma civil society organizations; 2. Drafts Terms of Reference on the development of a Geographical Information System (GIS) within the Ministry in charge of construction and urbanism. Participates in the preparation of detailed tender documents and in the technical evaluation of applicants. Monitors and assesses the development of GIS. Provides input in the development of GIS. Organizes related training for the relevant Ministry officials; 3. Undertakes regular fields visits to help identify informal settlements and opportunities for their legalisation. Proposes criteria for the selection of settlements for legalisation. Participates in the preparation of detailed tender documents and in the technical evaluation of companies. Assists in monitoring of the process of the preparation and adoption of urban plans; 4. Assesses the housing and infrastructure conditions in the settlements and assists in the identification and prioritisation of opportunities for their development. Participates in the preparation of either detailed architectural/tendering documents for the improvement of the selected settlements or resettlement action plans. Provides input in the revision of the legislative framework for both settlement development and resettlement; 5. Reports regularly on the stages reached in the achievement of the tasks assigned. Recommends adjustment of Project funds. Oversees the work of implementing partners, consultants and other service providers; 6. Performs other duties as required. | |  |  |  | | Necessary Qualifications | https://employment.osce.org/OA_HTML/cabo/images/t.gif |  | |  |  |  | |  |  | * Citizenship of the Republic of Serbia; * University degree in Urban Planning, Architecture/Construction or Geography; * Minimum two years of professional experience in a relevant field, such as urban planning/design or architecture; * Experience with legislation and policies related to urban planning and construction; * Knowledge of project development, implementation and evaluation; * Knowledge of the work of international organisations and NGOs in the field of Roma inclusion; * Excellent written and oral communication skills in English and in the local language; * Demonstrated gender awareness and sensitivity, as well as the ability to integrate a gender perspective into tasks and activities; * Computer literate with practical experience in Microsoft packages; * Holding a valid driving license; * Ability to work with people of different nationalities, religions or cultural backgrounds. | |  |  |  | | Remuneration Package | https://employment.osce.org/OA_HTML/cabo/images/t.gif |  | |  |  |  | |  |  | The incumbent shall receive a one-year Fixed-term Letter of Appointment, which will be subject to satisfactory completion of a 6-month probationary period and which will be renewable annually, subject to satisfactory performance, until the end of the Project. The Project is scheduled to end on 20 June 2015.  Appointments are normally made at Step 1 of the applicable salary scales.  Monthly remuneration, subject to social security deductions, is EUR 1,931.33. Social benefits will include participation in the Vanbreda medical insurance and the OSCE Provident Fund.  The OSCE retains the discretion to re-advertise the vacancy, cancel the recruitment, offer an appointment at a lower grade or offer an appointment with a modified job description or for a different duration. | |  |  |  | | How To Apply | https://employment.osce.org/OA_HTML/cabo/images/t.gif |  | |  |  |  | |  |  | Please apply online through this website ([www.osce.org/employment](http://www.osce.org/employment)) no later than 29 September 2013. Only online applications will be considered; applications received by email, post etc. will not be accepted.  Only short-listed candidates will be contacted. Candidates who have not been contacted by 31 October 2013 should consider there will be no follow up to their application.  Contact Tel. No: 011-3606 100, ext.: 4133, 4130, 4157, 4153 (Human Resources Office) | |  |  |  | | | |