**Terms of Reference – JTS Administrative Assistant**

**Position**: Administrative Assistant of the Joint Technical Secretariat (hereinafter “the JTS”) for the IPA Cross-Border Programmes Montenegro-Albania and Montenegro-Kosovo 2014-2020

**Location**: JTS Headquarter in Podgorica

**Overall objective**

JTS Administrative Assistant shall ensure the smooth administration of the JTS – performing administrative tasks related to JTS premises, staff and activities.

Selected Administrative Assistant will perform following tasks:

* Assistance to OSs/JTS/CA in administrative tasks and procurement activities;
* Assist with the preparation of reports on technical assistance under the service contract;
* Assistance to OSs/JTS/CA in organizing information and promotional events and trainings (Partner Search Forums, trainings for grant beneficiaries, etc.);
* Support to JTS in designing and developing the websites of the Programmes;
* Support JTS in preparing design and producing promotional materials of the Programmes;
* Distribution, dispatching and delivering of mail for the JTS office, OSs and CA;
* Driving and assistance in organization of travel for JTS/OS/CA staff members;
* Ensuring regular servicing and maintenance of company car;
* Support the Montenegrin OS in the administrative and logistical matters related to the management of the TA Service Contract;
* Providing administrative and logistic assistance to the Joint Technical Secretariat, Operating Structures, Joint Monitoring Committee and Contracting Authority;
* Assist with the preparation and submission of requests for payments under the service contract, related documentation and any amendments
* Fulfillment of any other tasks assigned by the Head of the JTS/OSs/CA.

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