**Terms of Reference –Administrative assistant for the Cross-border Programme Montenegro-Kosovo 2007-2013**

**Position**: Administrative assistant for the Cross-border Programme Montenegro-Kosovo 2007-2013

**Location**: Podgorica

**Duration**: maximum 7 months

**Overall objective**

Selected Administrative Assistant will perform following tasks:

* Assistance to the Operating Structure for the cross-border cooperation programme (OS) in administrative tasks and procurement activities;
* Assistance to the OS in organizing information and promotional events and trainings;
* Distribution, dispatching and delivering of mails for the OS;
* Support the OS in the administrative and logistical matters related to the management of the Technical assistance;
* Assistance in the preparation and submission of requests for payments under the Technical assistance, related documentation and any amendments;
* Cooperation with organizations, institutions and partnership networks relevant for the achievement of the Programme objectives;
* Fulfillment of any other tasks assigned by the OS.

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