**IPA II Cross-Border Cooperation Programme**

**“Montenegro-Albania 2014 - 2020“**

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| **Job title** | **Antenna Project Officer of the Joint Technical Secretariat (JTS)**  |

**Job purpose**

Under the supervision of the Team Leader (Head of JTS), the Antenna Project Officer will be responsible for all matters relating to the management and implementation of the project (technical assistance), including the coordination of specific activities. He/she will play a fundamental role on contract reporting, administration of resources, assistance in the launching of calls for proposals, on field project monitoring (particularly result oriented), collecting data for the programme reports and supporting activities related to publicity, visibility and information.

**Overall objective**

In line with the Technical Assistance Service Contract and the relevant documents and procedures agreed between the participating countries and between the participating countries and the European Commission (Framework Agreements, Financing Agreements, the relevant Cross-Border Cooperation Programme), the Antenna Project officer shall, under the direction of the Head of the JTS, be responsible for:

• Support to the Programme Management Structures;

• Support to implementation of the Programme and projects;

• Enabling visibility of the Programme, Promotion of the Programme and Communication within the Programme;

• Fulfillment of any other tasks assigned by the Head of the JTS /OSs/CA

**Duties and responsibilities**

In particular, the selected Antenna Project Officer will perform the following tasks:

1. ***Support to the Programme Management Structures***
	1. **Management of the TA Service Contract**
* Contribute to the preparation of the Contract interim and final reports;
* Support to Financial and Procurement Officer in the activities related to the financial management of the project (technical assistance), including specific activities related to procurement, sub-contracting, budgeting, financial reporting, etc.
	1. **Support to the work of JMCs and OSs**
* Provide the secretarial function of the Joint Monitoring Committee;
* Provide any relevant information to the Operating Structures in the participating countries as required;
* Support to the meetings of the OSs;
* Participation to thematic meetings and regional and capacity building events if required.
	1. **Preparation of key Programmes’ documents**
* Support to preparation of Annual Work Plans;
* Support to preparation of Annual and Final Implementation Reports;
* Supprt to revision of the Programme Documents.
	1. **Programme-level monitoring**
* Updating of system for Programmelevel monitoring;
1. ***Support to the implementation of the Programme and projects***
	1. **Capacity building for potential applicants**
* Organization of trainings on the preparation of project proposals;
* Organization of Partner Search Forums (PSF);
* Help desk for assisting the potential applicants/ Answer all queries on Calls for Proposals from interested applicants by the relevant deadlines;
* Organization of Project clinics for unsucceful applicants.
	1. **Managing the Calls for Proposals**
* Support Contracting Authority in drafting Calls for Proposals and all related documentation;
* Ensure publication of Calls for Proposals in all appropriate media;
* Assist with the receipt, registration and storage of proposals received;
* Supporting the contracting procedures (budgetary clearing)
* Draft lists of grant awarded for publication;
* Record statistical information on each Call for Proposals.
	1. **Capacity building for project beneficiaries**
* Preparation of Implementation Packages for beneficiaries;
* Organize Implementation Seminars for beneficiaries;
* Organize of trainings on Secondary procurement for beneficiaries;
* Organization of trainings on Publicity and visibility for beneficiaries;
* Organization of trainings on Reporting for beneficiaries;
* Maintain a help-line for beneficiaries;
	1. **Project-level monitoring**
* Open and maintain files for each project;
* Assist with the receipt, analyze and follow up of progress reports received from beneficiaries;
* Draft an indicative monitoring visit schedule;
* Conduct monitoring visits, draft monitoring visit reports and follow up;
* Keep relevant up-to-date project information in electronic form.
	1. **Capacity building for Programmes’ management structures**
* Organization of trainings for JTS and Oss.
1. ***Visibility, promotion and communication***
	1. Support to Preparation of Annual Communication and Visibility Plans;
	2. Assist with the development and maintenance of Programme website;
	3. Assist with preparation and production of promotional materials as indicated in JTS work plans and/or Communication Action Plan;
	4. **Visibility and awareness raising activities**
* Assist in organization of Info days for the promotion of the Programmes;
* Assist in Organization of Visibility events related to the Calls for Proposals;
* Assist in Organization of public awareness campaigns and promotional events.
1. ***Other***
* Fulfillment of any other tasks assigned by the Head of the JTS /OSs/CA

**Qualifications**

*Minimum qualifications and skills*

* University degree, preferably a Master's degree, and at least 6 years of professional experience.
* Fluency in both written and spoken English and the national language of IPA II beneficiary Albania. Knowledge of the national language of IPA Π beneficiary Montenegro shall be considered as an asset.

*General professional experience*

* At least 3 years of general professional experience in assistance programmes funded by the EU or other donors, of which at least 2 years of project management

*Specific professional experience*

* Out of the minimum required general professional experience (3 years) at least 2 years of experience preferably in matters related to Cross-border Cooperation in the IPA I Beneficiaries.
* Experience related to project monitoring (preferably in ROM), preferably of EU-funded grant contracts is an advantage.

**Location**

JTS Headquarter in Podgorica (Montenegro) until February 2017 and after that in the Antenna Office Shkodra (Albania).