

**Montenegro**

**Ministry of European Affairs**

**Vacancy announcement**

The Ministry of European Affairs (MEA) of Montenegro, as the National Authority of the Interreg IPA Cross-border Cooperation Programme Croatia-Bosnia and Hercegovina-Montenegro 2014-2020, invites interested candidates to apply for the following position:

**Programme Assistant to Montenegrin National Authority for the Interreg IPA Cross-border Cooperation Programme Croatia-Bosnia and Hercegovina-Montenegro 2014-2020**

**Requirements and qualifications:**

* University degree in Human or Social Sciences
* Three years of relevant professional experience in management/coordination of programmes or projects funded by the EU or other donors;
* Fluency in both written and spoken English and Montenegrin;
* Advanced computer literacy;
* Communication skills;

**Application procedure**

Interested candidates have to submit following application documents:

* A curriculum vitae (CV) in Europass format;
* A motivation letter in English;
* Photocopy of University degree.

The Terms of Reference is available on the MAE’s web-site: <http://www.mep.gov.me/>

Interested candidates should send application documents by **17 November 2017 until 15.00h** to the following email address: [nina.dakic@mep.gov.me](mailto:nina.dakic@mep.gov.me), specifying in the **Subject**: Programme Assistant in the Ministry of European Affairs.

Only short-listed candidates shall be contacted for an interview.

**Terms of Reference – Programme Assistant**

**Position: Programme Assistant to Montenegrin National Authority for the Interreg IPA Cross-border Cooperation Programme Croatia-Bosnia and Herzegovina-Montenegro 2014-2020**

**Location: Ministry of European Affairs, Podgorica**

**Overall objective**

The main tasks of the Programme Assistant is to support the National Authority of Montenegro in Programme implementation, promote the Programme and perform publicity and visibility tasks.

Selected Programme Assistant will perform following duties:

* Assist in dissemination of information in respect to Calls for proposals;
* Participates in preparation and organization of events intended for potential applicants and project partners;
* Support the implementation of the Montenegrin part of technical assistance for the implementation of the Programme;
* Participates in preparation of reports on Programme implementation in Montenegro;
* Participates in programme documents updating;
* Communicates with media about various Programme implementation aspects;
* Conducts publicity and visibility activities;
* Cooperates with other colleagues from Joint Secretariat/National Authorities/Managing Authority on the implementation of the Programme;
* Support organisation of Programme events at national level;
* Other tasks ordered by the superiors.