

Montenegro
Ministry of European Affairs

Vacancy announcement

The Ministry of European Affairs (MEA) of Montenegro, as the National Authority of the – Strategic project »PANORAMED (3186)– MED Governance Platform«, funded under the – INTERREG Mediterranean 2014 – 2020 by the European Regional Development Fund (ERDF), the Instrument for Pre-Accession Assistance (IPA II) and national funds, invites interested candidates to apply for the following position:

Project officer for the INTERREG Mediterranean strategic project – “PANORAMED (3186) - MED Governance Platform”

Requirements and qualifications:

- University degree;
- Fluency in both written and spoken English and Montenegrin;
- Knowledge of EU policies, Instrument for Pre-accession Assistance and European Territorial Cooperation (ETC);
- Knowledge of PRAG rules will be considered as advantage;
- 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 **Sunday 28th January 2018**, to the following e-mail address: srdjan.cetkovic@mep.gov.me, specifying in the **Subject:** Project officer for the INTERREG Mediterranean strategic project – “PANORAMED (3186) – MED Governance Platform”

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

Terms of Reference – Project officer for the INTERREG Mediterranean strategic project – “PANORAMED (3186) - MED Governance Platform”

Position: Project officer for the INTERREG Mediterranean strategic project – “PANORAMED (3186) – MED Governance Platform”

Location: Ministry of European Affairs, Podgorica.

Overall objective

The main tasks of the Project officer is to assist MEA and the Project Leader - Spain Ministry of Finance and Civil Service (El Ministerio de Hacienda y Función Pública) in the Project implementation, to contribute to the PANORAMED and Interreg Mediterranean Program 2014-2020 (MED) information and publicity within Montenegro and to serve as technical support to partners and stakeholders at national level by providing assistance for the project implementation.

Selected Project Officer will perform following duties:

- Technical assistance for the implementation of the Project;
- Conducts publicity and visibility activities related to the PANORAMED strategic project and Interreg Mediterranean Program 2014-2020 (MED);
- Project management and coordination at national level;
- Project reporting (content, financial);
- Technical and administrative support (minutes/conclusions);
- Organisation of travels and events;
- Technical support to the activities of the Working Groups for Implementation of the Strategic Project Priority IV - Mediterranean Management (PANORAMED), within the Interreg Mediterranean Program 2014-2020 (MED);
- Support in identification of related financial sources at country level;
- Support in stakeholder consultations and other activities;
- Support in procurement process;
- Monitoring of project implementation;
- Support in activities related to the Sinergy CTE;
- Participates in preparation of reports on Project implementation;
- Participates in programme documents updating;
- Cooperates with other project partners on the implementation of the PANORAMED;
- Support organisation of the PANORAMED and Interreg Mediterranean Program 2014-2020 (MED) events;
- Other tasks given by the superiors.