

**Montenegro**

**Ministry of European Affairs**

**VACANCY ANNOUNCEMENT**

Ministry of European Affairs (MEA) of Montenegro, as the Operating Structure of the IPA Cross-border Programme Bosnia and Herzegovina and Montenegro 2014-2020, in cooperation with the Directorate for European Integration of Bosnia and Herzegovina, invites the interested candidates to apply for the following position:

**Project Officer in the Antenna Office of the Joint Technical Secretariat, located in Nikšić**

**Professional requirements**

*Qualifications and skills*

* University degree;
* Fluency in both written and spoken English and the official languages in Bosnia and Herzegovina and in Montenegro;
* Good communication, organizational and presentation skills;
* Computer literacy;
* Driving license.

*General professional experience*

* At least 6 years of professional experience following the University degree.

*Specific professional experience*

* At least 2 years of experience in programme/project management;
* Experience related to project monitoring, preferably of EU-funded grant contracts;
* Experience in at least one EU-funded project in the last 3 years and knowledge about IPA CBC Programmes in the Western Balkan countries would be considered an asset.

**Application procedure**

Interested candidates have to submit the following application documents:

* A curriculum vitae (CV) in Europass format (in English);
* A motivation letter in English;
* Photocopy of the University degree;
* Photocopy of a valid driving licence.

In order for your application to be processed, all required documents must be submitted.

Interested candidates must send the application documents by **Friday, 9 February 2018 by 15.00h** to the following email address: def@mep.gov.me, specifying in the **Subject**: **Project Officer in the JTS Antenna Office in Nikšić / IPA Cross-border Programme Bosnia and Herzegovina and Montenegro 2014-2020.**

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