The Ministry of health (MOH) of Montenegro as a partner in project ’’NeurNet Care management network for patients with pharmacoresistant epilepsy and patients with late stage Parkinson's disease’’funded under the – INTERREG IPA Cross – border Cooperation Programme Croatia - Bosnia and Herzegovina - Montenegro by the Instrument for Pre-Accession Assistance (IPA II) and national funds, invites interested candidates to apply for the following position

**ASSISTANT TO PROJECT MANAGER- For the INTERREG IPA Cross – border project NeurNet (182)**

Requirements and qualifications:

• University degree;

• 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);
* A motivation letter on English;
* Photocopy of University degree;
* Certificate for english knowledge

Interested candidates should send application documents by **Monday 05th February 2018**, to the following e-mail address: [**mzdravlja@mzd.gov.me**](mailto:mzdravlja@mzd.gov.me)**,**  specifying in the Subject: **ASSISTANT TO PROJECT MANAGER- For the INTERREG IPA Cross – border project NeurNet (182).**

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

**Terms of Reference** Assistant to Project Manager- For the INTERREG IPA Cross – border project NeurNet (182) .

**Position:** Assistant to project manager

**Location**: Ministry of health, Podgorica

**Work time:** Full time (100%)

**Overall objective**

The main task of the Assistant to Project Manager is to assist to project team in project implementation, to contribute to the NeurNet and INTERREG IPA Cross – border Cooperation Programme Croatia - Bosnia and Herzegovina – Montenegro and to

to serve as a technical assistance in the preparation of documentation for eMS.

**Selected Project Officer will perform following duties**

* technical assist to Project Manager;
* Project reporting (content, financial);
* Technical and administrative support (minutes/conclusions);
* Organisation of travels and events;
* Support in procurement process;
* Monitoring of project implementation;
* Participates in preparation of reports on Project implementation;
* Participates in programme documents updating;
* Other tasks given by the superiors.