Montenegro

Address: Bulevar revolucije 15

81000 Podgorica, Montenegro

Tel: +382 20 481 301

www.kei.gov.me

European Integration Office

Sector for European funds

**European Integration Office – Government of Montenegro**

**Vacancy announcement**

The European Integration Office of the Government of Montenegro (EIO), as the National Authority for the Interreg IPA CBC programme Croatia - Bosnia and Herzegovina – Montenegro for the financial perspective 2014 - 2020, financed by 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:

**Officer for horizontal affairs**

**Requirements and qualifications:**

* University degree in Law;
* At least 10 years of professional experience;
* At least 3 years of work experience with the employment law issues;
* Knowledge of EU policies and Instrument for Pre-accession Assistance;
* Knowledge of European Territorial Cooperation and EU macro-regional strategies will be considered an asset;
* Knowledge of PRAG rules will be considered an asset;
* Experience in international or European funded projects will be considered an asset;
* 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 EIO web-site: <http://www.kei.gov.me/>

Interested candidates should send application documents by **28 February 2022 until 15.00h** to the following e-mail address: [jasna.bulatovic@gsv.gov.me](mailto:jasna.bulatovic@gsv.gov.me), specifying in the **Subject**: “Officer for horizontal affairs”.

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

**Terms of Reference – Officer for horizontal affairs**

**Position: Officer for horizontal affairs**

**Location: Government of Montenegro - European Integration Office, Podgorica**

**Overall objective**

The main task of the Officer for horizontal affairs for European Territorial Cooperation programmes (ETC) is to provide legal support and expertise to the EIO in the implementation of Interreg IPA CBC programme Croatia - Bosnia and Herzegovina – Montenegro and ensure legal accuracy and compliance with EU and National rules of all related documents and horizontal issues which may affect its proper implementation. Officer for horizontal affairs will also assist EIO in all relevant legal issues in other ETC programmes in which Montenegro participates, which would contribute to strengthening EIO knowledge, practise and experience, thus upgrading and enriching the EIO Control Procedures for Interreg Programmes and creating the track record for detected irregularities. Successfully performed function of the Officer for horizontal affairs will therefore enforce national management and control system and will contribute to the more effective and efficient participation of the EIO in European Territorial Cooperation.

Selected Officer for horizontal affairs will perform the following duties:

* providing legal support and assistance in tasks deriving from the obligations of management and control structure, for the purpose of implementation of the ETC programmes, with specific focus on Interreg IPA CBC programme Croatia - Bosnia and Herzegovina – Montenegro;
* ensuring correct application of Programme and national rules and procedures for ETC programmes, with particular focus on the Interreg IPA CBC programme Croatia - Bosnia and Herzegovina – Montenegro;
* providing assistance in all ETC legal matters which could affect, directly or indirectly, the implementation of the Interreg IPA CBC programme Croatia - Bosnia and Herzegovina – Montenegro;
* legal expertise and consultancy in procurement procedures for ETC programmes;
* providing support to the EIO for preparation of documents (tenders, contracts, appointments, decisions, materials for the Government, etc.) in connection with the ETC Technical Assistance projects;
* monitoring of and support to project beneficiaries for issues related to the legal interpretation of EU and national legislation, including public procurement, in accordance with the contracts for the implementation of ETC projects;
* support in the further development/upgrading/updating of programmes/ETC manuals/procedures of the National Authority;
* providing legal assistance to the EIO in the process of ensuring the functioning of the management and control system, including, if necessary, on-the-spot checks;
* legal assistance in resolving complaints received by institutions that are part of management and control system or grant beneficiaries;
* support EIO in procedures related to the collection, reporting and monitoring of follow-up actions of suspected irregularities and establishment of Irregularity track record;
* legal support to the EIO in the case of the complaints on FLC certificates received by Montenegrin partners;
* Other tasks given by the superiors.

The remuneration for the position of Officer for horizontal affairs will be financed from the Technical assistance project to the EIO for implementation of the Interreg IPA CBC programme Croatia - Bosnia and Herzegovina – Montenegro.