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 Italy-Albania-Montenegro 2014-2020 and Interreg IPA South Adriatic Programme 2021-2027 in cooperation with the Programme Managing Authority, invites interested candidates to apply for the following position:

**National Contact Point located in Podgorica**

*Qualifications and skills*

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

*Professional experience*

* At least 6 years of professional experience (compulsory);
* At least 2 years of experience in programme/project management (compulsory);
* Knowledge of PRAG (compulsory);
* Experience related to project monitoring and/or reporting and financial management (asset);
* Experience with / in public administration (asset);
* Experience in at least one EU-funded project in the last 3 years and Knowledge about IPA CBC Programmes in the Western Balkan countries (asset).

**Application procedure**

Interested candidates have to submit following application documents:

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

**Interested candidates should send application documents by 15 November 2022 to the following email address: irena.boskovic@mep.gov.me specifying in the Subject:** **National Contact Point of the Interreg IPA Cross-border Cooperation Programme Italy-Albania-Montenegro 2014-2020**

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

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|  | *Project* |  |

**Terms of Reference – National Contact Point**

**Position:** National Contact Point for the Interreg IPA Cross-border Cooperation Programme Italy-Albania-Montenegro 2014-2020

**Location:** Podgorica

**Expected duration:** December 2022 - December 2023

**Overall objective**

Main tasks of the National Contact Point (NCP) are to translate the goals of the Cooperation Programme to potential beneficiaries in Montenegro and serve as national information point for the projects’ preparation and submission phase, and implementation. The National Contact Points are synergic with the activities of the Joint Secretariat and the NCP may carry out, in cooperation with the National Authority (Ministry of European Affairs), the Managing Authority and the Joint Secretariat (JS) in Bari in charge of the Cooperation Programme, other specific activities. Activities include both the support to the implementation of the Interreg IPA Cross-border Cooperation Programme Italy-Albania-Montenegro 2014-2020 and Interreg IPA South Adriatic Programme 2021-2027.

Selected National Contact Point will perform following duties:

* Providing support to potential project applicants in preparation of project proposals;
* Providing day to day support to the project beneficiaries in the implementation of projects;
* Participate in the preparation of seminars and workshops for the project beneficiaries;
* Participate in the activities of assessment and selection of project proposals;
* Contributing to maximize information and publicity actions within the respective Country;
* Acting as link among beneficiaries and bodies in charge, at national level, of the implementation of the Cooperation Programme;
* Supporting, at national level, the Managing Authority, the JS and Programme controllers for the implementation of projects-monitoring activities;
* Supporting national bodies with information required for fulfilling their tasks;
* Participating in preparation and organization of events and participating in development other tools such as handbooks, manuals, for applicants;
* Participating in organisation and preparation of JMC/MC meetings and provide support to JMC/MC in its functions;
* Participating in preparation of reports on Programme implementation;
* Participating in programme documents evaluation and amendments;
* Supporting the implementation of the technical assistance for the implementation of the Programme;
* Participating in activities regarding use of eMS system and JEMS system;
* Supporting the Montenegrin National Authority in all its functions and tasks, deriving from the agreements, regulations and other applicable rules and procedures for the participation in the Programme;
* Other tasks assigned by the superiors.