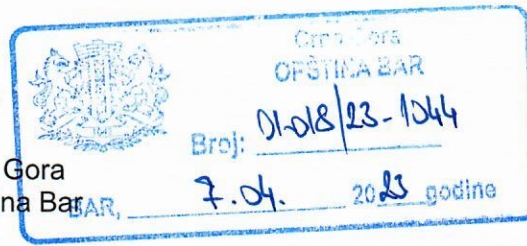




Crna Gora
Opština Bar



Adresa: Bulevar revolucije 1
Bar, Crna Gora
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email: predsjednik@bar.me
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Vacancy announcement

The Administration of Municipality of Bar as a partner in project **C.L.O.S.E.R: Culture Led Opportunities for Sustainable Economic Revitalization** funded under the **CBC Program Montenegro-Kosovo 2014-2020**, invites interested candidates to apply for the following position:

COMMUNICATION MANAGER for the project C.L.O.S.E.R: Culture Led Opportunities for Sustainable Economic Revitalization under the CBC Program Montenegro-Kosovo 2014-2020

Requirements and qualifications:

- University degree;
- Fluency in both written and spoken English and Montenegrin language;
- Advanced computer literacy (power point, word);
- Experience and skill in writing announcements
- Knowledge of administration of web pages (Wordpress/Elementor) will be considered as advantage
- Fluency in other languages will be considered as advantage;
- Working experience in EU projects will be considered as advantage;
- Knowledge of PRAG rules will be considered as advantage;
- Knowledge of EU policies, Instrument for Pre-accession Assistance and European Territorial Cooperation (ETC) will be considered as advantage;

Application procedure:

Interested candidates have to submit following application documents:

- A Curriculum Vitae (CV) in Europass format;
- A Motivation letter in English;
- Photocopy of the university degree;
- Other licenses or certificates if it is applicable.

Please be reminded that the deadline for submission of documentation is within 8 days. Interested candidates should send the application documents by **14th April 2023 until the end of the day**, to the following e-mail address: projekti.bar@gmail.com, specifying in the Subject: **COMMUNICATION MANAGER for the project C.L.O.S.E.R: Culture Led Opportunities for Sustainable Economic Revitalization under the CBC Program Montenegro-Kosovo 2014-2020**.

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

**Terms of Reference - COMMUNICATION MANAGER for the project C.L.O.S.E.R:
Culture Led Opportunities for Sustainable Economic Revitalization under the CBC
Program Montenegro-Kosovo 2014-2020**

Position: Communication Manager

Location: Municipality of Bar, Mayor's office - Project Management Office

Overall objective

The main task of the Communication Manager is implementation of communication, to contribute to the project C.L.O.S.E.R: Culture Led Opportunities for Sustainable Economic Revitalization under the CBC Program Montenegro-Kosovo 2014-2020.

Selected Communication Manager will perform following duties:

- Communication Manager of the project C.L.O.S.E.R;
- Preparation and implementation of Communication plan;
- Implementation of activities related to public informing and visibility of the project;
- Preparation of announcements
- Technical and administrative support (minutes, conclusions)
- Other administrative support (social networks, web pages)
- Support in consultations with stakeholders and other interested parties;
- Preparation of project reports (communication part with the Press Clipping)
- Organization of travel and events;
- Technical assistance to the activities in accordance to project working packages
- Cooperation with other project partners;
- Execution of other tasks.