



Crna Gora
Opština Bar

Adresa: Bulevar revolucije 1
Bar, Crna Gora
tel: +382 30 301 403

email: predsjednik@bar.me
www.bar.me



Vacancy announcement

The Administration of Municipality of Bar as a lead partner in project **New Reality of the Heritage Sites** funded under the **CBC Program Montenegro-Albania 2014-2020**, invites interested candidates to apply for the following position:

PROJECT ASSISTANT for the project New Reality of the Heritage Sites under the CBC Program Montenegro-Albania 2014-2020

Requirements and qualifications:

- University degree;
- Fluency in both written and spoken English and Montenegrin language;
- Advanced computer literacy (word, power point);
- Organizing and reporting skills 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: **PROJECT ASSISTANT for the project New Reality of the Heritage Sites under the CBC Program Montenegro-Albania 2014-2020**.

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

Terms of Reference – PROJECT ASSISTANT for the project New Reality of the Heritage Sites under the CBC Program Montenegro-Albania 2014-2020

Position: Project Assistant

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

Overall objective

The main task of the Assistant Project Manager to assist to project team in the project implementation and to serve as a technical assistance in the preparation of project reports, to contribute to the project New Reality of the Heritage Sites under the CBC Program Montenegro-Albania 2014-2020.

Selected Project Assistant will perform following duties:

- Performing tasks of a project assistant;
- Technical assistance to the Project Manager in project implementation;
- Participates in preparation of reports on Project implementation;
- Project reporting (narrative part);
- Technical and administrative support (minutes/conclusions);
- Organization of travels and events;
- Technical assistance to the activities in accordance to project working packages
- Preparation of the public procurement procedure (PRAG);
- Support in procurement process (market research, specifications etc);
- Monitoring of project implementation;
- Support in activities related to the Project's Working packages;
- Execution of other tasks.