



Vacancy announcement

The Administration of Municipality of Bar as a partner in project **GIFTSnet (Network for Green and Inclusive Fortified Tourism Solutions)** funded under the **Interreg IPA Croatia – Bosnia and Herzegovina – Montenegro 2021-27**, invites interested candidates to apply for the following position:

PROJECT ASSISTANT for the project GIFTSnet (Network for Green and Inclusive Fortified Tourism Solutions)

Requirements and qualifications:

- University degree;
- Fluency in both written and spoken English and Montenegrin language;
- Advanced computer literacy (word, power point);
- At least one year experience in implementing EU projects
- Organizing and reporting skills 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;
- Copy of ID

Please be reminded that the deadline for submission of documentation is within 8 calendar days. Interested candidates should send the application documents by **21th February 2025 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 GIFTSnet**.

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

Terms of Reference – PROJECT ASSISTANT for the project GIFTSnet (Network for Green and Inclusive Fortified Tourism Solutions)

Position: Project Assistant

Location: Municipality of Bar, Secretariat for Local Economic Development: Project Management Department

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 GIFTSnet.

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.