



An EU funded project managed by the European Union Delegation in Montenegro

Project implemented by WYG International Ltd and WYG consulting Ltd

WYG International
part of the WYG group



“Technical Cooperation for the Development of Institutional Mechanisms for the Cooperation between the Government and Civil Society Organisations in Montenegro”

EuropeAid/137028/DH/SER/ME

VACANCY ANNOUNCEMENT

Project Assistant

The EU funded project “Technical Cooperation for the Development of Institutional Mechanisms for the Cooperation between the Government and Civil Society Organisations in Montenegro, EuropeAid/137028/DH/SER/ME” is assisting the Government of Montenegro in creating an enabling environment for the sustainable development of civil society and its partnership with the Government, through improving the necessary legal, strategic, financial and institutional framework for the cooperation between the public and civil society sector. The Project commenced in May 2016 and will last 44 months.

One of the components of the project is related to support to the development of the most suitable institutional modalities for the indirect management of the EU civil society funds with detailed implementation road map. As a necessary measure, the Project Terms of Reference foresees that project activities should focus on providing training, capacity building and mentoring in order to enable responsible national structure to take over tasks such as: participatory programming of IPA funds for civil society, consulting with CSOs, drafting the Guidelines for Applicants, participation in project selection and evaluation committees, monitoring of project implementation, and reporting on project results. Besides, there is a need to assist the project team in ensuring more effective coordination of project activities in this component, and ensure their complementarity with other components in this project, as well as with similar EU funded projects.

In order to ensure smooth and effective transition from direct to indirect management of the EU funds for civil society, but also with the aim to ensure more effective local project coordination, the Project is looking for a **Project Assistant** to join the Project team under the contract lasting until the end of November 2019. The project assistant should have relevant experience in managing EU funds and will be acting as important liaison officer between the EU Delegation to Montenegro and national structure (PIU) responsible for future indirect management of IPA funds for civil society, promoting continuous communication and exchange of information, including relevant stakeholders of IPA funds. In addition, he or she will be providing the PIU staff with regular on the job training and supporting them in the process of efficient implementation of relevant procedures.

In the first phase of the work of the project assistant, Team Leader will provide basic induction training and mentoring regarding the specific plan of activities and tasks to be implemented, in collaboration with the project beneficiary (Ministry of Public Administration/National Office for



Cooperation with NGOs). More particularly, under the supervision of the Team Leader, the recruited project assistant will provide support to project team and beneficiary institutions and will be expected to undertake the following tasks:

- Supporting the project team in more effective local coordination of project activities, in close collaboration with project beneficiary institutions and related EU funded technical assistance projects
- Supporting the project team in providing on-the-job training and mentoring of relevant staff of the Ministry of Public Administration regarding participatory programming of IPA funds for civil society, drafting the Guidelines for Applicants, participation in project selection and evaluation committees, understanding criteria for assessment of the EU funded project applications, monitoring of project implementation, and reporting on project results.
- Supporting effective communication between the EU Delegation task manager for civil society, IPA grant stakeholders and responsible national structure for management of EU funds for civil society
- Ensuring proactive and effective informing and communication with NGOs about project activities and preparation of the indirect management of the EU funds for civil society, including the organisation of consultation meetings with NGOs

Minimum requirements:

-university degree - formal education which corresponds to completed university studies of at least three years' duration attested by a diploma or degree preferably in one of the following areas: law, economy, political sciences, social sciences

- at least 5 years of relevant experience in the EU projects management and NGOs

- good knowledge of the NGO sector in Montenegro and of the local language is required

- full computer literacy

If the applicant does not have Montenegrin nationality, she/he must be resident in Montenegro and have a working permit.

Interested candidates should send a letter of motivation and their CV in English.

Candidates must also provide at least one reference with the name and contact address of the referee (mail address, email or phone number).

After screening of CVs, the Project Team will establish a 'short list of candidates' from which candidates will be pre-selected and called for interview for the above assignments.

Contracts will start at the earliest from beginning of February 2018.





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Applications and supporting documents should be submitted to the following email address:

ana.mugosa@gov-cso.me

The package should indicate the reference title of the job profile in "subject" (project assistant) and include a cover letter, a detailed CV, both in English, using the European Curriculum Vitae Format (<https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>)

Deadline for receipt of applications is 19 January 2018.

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