



TWINNING PROJECT

MN 20 IPA SO 01 22

Strengthening capacities of the Employment Agency of Montenegro in terms of Active Labour Market Measures implementation, future participation in European Social Fund and facilitation of labour force mobility

Job Vacancy Announcement

The Twinning Project MN 20 IPA SO 01 22 is seeking to recruit **two full time assistants** to the Resident Twinning Advisor (RTA) of the Project:

Job position 1 - Administrative RTA Assistant

Job position 2 - Language RTA Assistant

Project background

The EU funded Twinning Project “**Strengthening capacities of the Employment Agency of Montenegro in terms of Active Labour Market Measures implementation, future participation in European Social Fund and facilitation of labour force mobility**” is under implementation of consortium formed by:

- Ministry of Labour, Social Affairs and Family of the Slovak Republic and the Regional Development Agency SP, Slovak Republic as the Lead Member State implementing bodies,
- Ministry of Social Affairs of Republic of Estonia as the Junior Member State implementing body,
- Federal Ministry of Labour and Social Affairs, Federal Employment Agency and Federal Ministry for Economic Affairs and Climate Action of Federal Republic of Germany as the Junior Member State implementing body.

The Beneficiary administrations are Employment Agency of Montenegro and Ministry of Labour and Social Welfare of Montenegro.

The overall objective of the Project is to improve the quality, efficiency and effectiveness of the services provided by the Employment Agency of Montenegro in line with EU standards and best international practices. The specific objective of the Project is to enhance operational and administrative capacities of Employment Agency and responsible Ministry for employment policy to deal with active labour market policies, ESF and EURES in order to fulfil their obligations which requested under Common negotiation position of Chapter 19 (ALMM; ESF), and Chapter 2 (among other EURES).

Twinning Sector: Social Affairs and Employment (SO)

The duration of the Project is 18 months starting from 1 April 2023.



This project is funded
by the European Union

Tasks and duties of Administrative RTA Assistant

- Assisting RTA in administrative and organisational issues concerning implementation of the project work plan.
- Assisting RTA in organization of experts' missions, meetings, trainings, seminars, workshops, Steering Committee meetings, and other project events.
- Overall management of the office administration and general correspondence, including filing, organizing trainings, expert missions, local travels, general desk office work, etc.
- Drafting of written materials in relation to organization of the project in Montenegro, keeping and archiving project documentation, editing the monthly, quarterly and final project reports and any other relevant documents.
- Assisting in handling of budget accounting and financial information.
- Coordination of missions of experts, arrangement of travel and booking accommodation of project leader, junior project leaders, component leaders and short-term experts; assisting in organisation of study visits in close cooperation with the Back-up office of Regional Development Agency SP.
- Taking minutes of Project meetings, Steering Committees, workshops, etc.
- Providing support in communication relating to implementation of the project activities and maintaining contact with the project beneficiaries, other partners and Project experts.
- Development and maintaining professional working contacts and relations with Beneficiary Project Leader, RTA Counterpart, and other Montenegrin officials and experts involved in the project.
- Prospective translations and interpretations in case of replacing or supporting Language RTA Assistant.
- Perform other project related assignments, tasks upon request by RTA.

Tasks and duties of Language RTA Assistant

- Acting as a Language Assistant to the RTA in close cooperation and work execution with Administrative RTA Assistant, in daily management of the project related activities.
- Interpretation and translation from Montenegrin language to English and from English to Montenegrin language for the RTA, short-term experts and other persons involved in the Project.
- Providing translation of legislative acts, administrative documents, guidelines, reports, background papers (mainly oriented on the area of social affairs and employment services with focus on active labour market measures, labour force mobility and dealing with EU funded projects).
- Providing interpretation during meetings with project collaborators, representatives of state and public institutions, social partners and other stakeholders, as well as interpretation at the trainings, seminars, conferences and other project events.
- Assisting the RTA in the implementation of the work plan of the twinning project, organising meetings, seminars and workshops, attending meetings, training workshops and other project related events and producing minutes of meetings.
- Promoting and maintain professional working relations with Montenegrin Project Leader, RTA counterpart, and other Montenegrin officials and experts involved in the project implementation.

Requirements for both positions

- University degree background and/or suitable working experience of at least 5 years.
- Excellent command of spoken and written English and Montenegrin language.
- Excellent organisational, communication and inter-personal skills.
- Excellent computer skills including MS Office application (Word, Excel, Power Point and Outlook); good command of social media, conferencing platforms, cloud storage, etc.
- Flexibility, strong adaptation skills and capability to work in multi-cultural, international teams in a potentially stressful environment under tight deadlines; ability to ensure effective and efficient provision of services, loyalty and full confidentiality in all aspects of the assignment, management of information flow, follow-up on deadlines and commitments, positive and constructive attitude.
- **The candidate shall not have been in any contractual relation with the Montenegrin public sector during at least 6 months preceding the hiring.**
- Working experience with Montenegrin public administration in Twinning or Technical Assistance projects will be a strong advantage (provided that the requirements according to the previous bullet point is observed).

- Specific for Administrative RTA Assistant: Basic understanding of simple financial management.
- Specific for Language RTA Assistant: Familiar with terminology relating to the topics of the project.

Conditions for assignment

The selected person will be a **self-employed independent consultant** under a Service Contract with the Regional Development Agency SP, Slovak Republic and will undertake **full responsibility for the payment of all taxes and obligations deriving from the legislation in force in Montenegro**, including for those related to medical and social insurance.

The Service Contract will run from the date of the signature throughout the period of implementation of the Twinning Contract.

The assignment will be **full time** (according to internal rules applied in the Employment Agency of Montenegro). The RTA Assistants will report directly to the RTA and will be supervised by the RTA.

The RTA Assistants will be located in the Twinning Project Office, Employment Agency of Montenegro, Bulevar revolucije 5, 81000 Podgorica. Occasionally they will perform the duties at the meetings and events organised on other places in Podgorica and/or over the country.

Application and selection procedure

Qualified candidates should send their applications for the above-mentioned positions, duly completed in English, **not later than on Tuesday, 4th April 2023 by 18:00 hrs of local (daylight saving) time in Podgorica** to the following e-mail addresses:

- sstastny@rrasenec-pezinok.sk (Project RTA)
- karol.jokl@employment.gov.sk (Project Leader)

The application in English language should include:

- Letter of intention, signed by the applicant, explaining the compliance with the eligibility criteria for the specified position,
- CV in Europass format with a detailed description of professional experience and education,
- Indication of the position in which the applicant is interested in the reference line of e-mail; the exact e-mail and phone contact.

All requested documents are to be sent in PDF format.

Incomplete applications, or those submitted after the above-indicated deadline will not be considered eligible.

Please, be informed that **only applicants selected for the interview will be notified**. At least three short-listed candidates will be invited by e-mail for an **interview that is preliminary scheduled for the dates 6th April and/or 7th April 2023**. The interview will be held in person in the premises of Employment Agency of Montenegro (Zavod za zapošljavanje Crne Gore), Bulevar revolucije 5, 81000 Podgorica. **The exact date, time and venue of the interview will be announced in the invitation.**

The interview will be consisted of verification of the characteristics expressed by the candidate in the candidate's CV. The language abilities of candidates for the position of Language RTA Assistant will be tested by translating the text inherent to the subject of the twinning project from English to Montenegrin and vice versa.