

Public announcement for a Project Procurement Associate

The Ministry of Tourism, Ecology, Sustainable Development and North Region Development publishes a public advertisement for a Project Procurement Associate on the project "Strengthening of the Montenegrin Nationally Determined Contribution (NDC) and actions to adjust transparency through the Transparency Capacity Building Initiative" (CBIT) and "Fourth National Communication and the First Biennial Transparency Report of Montenegro to the UNFCCC".

Briefly about the projects

Projects "Strengthening of the Montenegrin Nationally Determined Contribution (NDC) and actions to adjust transparency through the Transparency Capacity Building Initiative" (CBIT) and "Fourth National Communication and the First Biennial Transparency Report of Montenegro to the UNFCCC" aim to increase the efficiency of national activities when it comes to climate change and synergies with other related national actions, policies and measures, in order to achieve low-carbon development. The projects will strengthen national, institutional and technical capacities, in order to more successfully implement activities in the field of climate change, as well as the adoption or improvement of methodology and tools for increasing transparency, in accordance with Article 13 of the Paris Agreement, as well as updating the inventory of gases with the glass effect gardens. The expected results will strengthen the institutional mechanism for monitoring nationally determined contributions and develop a stronger transparency framework.

The mentioned Associate will be hired under a consulting contract from May 2024 to May 2025 (5 days a month during that period).

Objective of the task

The Procurement Associate will lead the project's procurement and recruitment activities for all Outcomes, including drafting procurement plan based on the project's annual work plan and project document, drafting specifications for contracts based on ToRs provided by Project Manager, lead recruitment and procurement processes for the project. He/She will assess support requirements against project objectives and operating environment.

Duties

Under the direct supervision of the project manager, the Project Procurement Associate will be in charge of the activities that are given in the description of the project task attached to this competition.

Education and experience

Education:

- University degree (preferably in economics and related studies, environmental, natural resources and similar studies).

Experience:

- At least 5 years of experience in financial administration and procurement;
- Procurement experience in the international companies/organizations is an advantage;
- Previous experience in working with UNDP/GEF projects is preferable;
- Knowledge in administrative procedures of the Government;
- Knowledge in administrative procedures of UNDP is an advantage;
- Strong computer skills, in particular mastery of all applications of the MS Office package and internet search;
- Uses information/databases/other management systems.

Language:

- Fluency in English and Montenegrin languages.

How to apply

Applicants should submit:

- Application in the prescribed form (attached to the announcement);
- CV;
- List of references related to relevant experience;
- Confirmation of availability for the estimated time of engagement (attached to the announcement);
- Statement on the veracity of the data (attached to the announcement).

Note for applications of civil servants

Hiring a civil servant is possible only in the case of a very justified short-term engagement of civil servants from: state universities, research institutions and specialized state institutions with unique expertise. For such cases, decisions on the possibility of engagement will be made after the approval of UNDP.

The shortlisted candidate is obliged to provide a letter of approval from the institution in which he is employed, proving that the institution gives consent to the engagement and confirmation that he is no longer employed by the institution in question.

Evaluation of applications

The evaluation of received applications will be carried out by the expert commission of the Ministry of Tourism, Ecology, Sustainable Development and North Region Development.

Conclusion of the contract

Once the applications are evaluated by the expert commission of the Ministry of Tourism, Ecology, Sustainable Development and North Region Development, the Ministry will sign a contract with the selected candidate for the purpose of his/her engagement within the project.

Application submission

The application with complete documentation, in Montenegrin and English, is sent exclusively electronically by April 19, 2024 at 11 AM to the e-mail address andrijanacukovic@gmail.com with copy to kabinet@mepg.gov.me, nikola.tomasevic@mert.gov.me and drobnjakjovana@ymail.com.

The application documents in Montenegrin language can be downloaded at:

<https://www.gov.me/clanak/javni-oglas-za-saradnika-za-javne-nabavke>

The contact person in the Ministry is Andrijana Ćuković, e-mail andrijanacukovic@gmail.com.

Applications that do not meet all the requirements of this announcement will not be taken into consideration.