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**Government of Montenegro**

**Prime Minister’s Office**

**European Integration Office**

**TERMS OF REFERENCE (ToR)**

**Position: Project Assistant in the European Integration Office for the project** ***SMART ADRIA Blue Growth* financed under Interreg IPA Cross-Border Cooperation Programme Italy – Albania – Montenegro**

**Location: European Integration Office, Podgorica, Montenegro**

**Project: SMART ADRIA Blue Growth ITALME-360**

**Expected duration: September 2020 – December 2021**

**A** **PROJECT OVERALL OBJECTIVE**

SMART ADRIA BLUE GROWTH (SABG) is the project which is financed under Interreg IPA Cross-Border Cooperation Programme Italy – Albania – Montenegro. It will contribute to creating the long-term strategy to support the economy of the Programme Area (PA), by fostering the framework conditions for the Blue Growth of cross-border SME’s, while creating governance structures supportive of 4th industrial revolution. SABG approach is an innovative engagement of Blue Growth, Smart Specialization and Quadruple Helix of innovation (this model recognizes four major actors in the innovation system: science, policy, industry, and society) in order to accelerate the transfer of research and innovation results to regional blue growth. The PA lags behind the European economy in terms of economic development and innovation, with main challenges being the weak competitiveness of SME’s and their insufficient cooperation with clusters and research centres. Italy, Albania and Montenegro recognized private sector as a key component of the economy of the countries, to be further developed also in the framework of international and regional cooperation. SMART ADRIA aims to identify the most promising local business sectors, to define instruments and tools to promote Blue Growth and entrepreneurial culture into those economic sectors and to create a joint strategy for government to manage efficiently the transition towards 4th industrial revolution.

Lead partner (LP) of the project is the Ministry of Economy of Montenegro and the project is implemented from May 2019 until December 2021. The European Integration Office is project partner which will coordinate Montenegrin participation in the Work Package (WP1) - *Establishing a Blue Growth S3 Platform to create the right framework conditions for business R&I investments along value networks* and provide support to LP in WP Management and WP Communication.

The working place will be based in the European Integration Office. The position includes also travelling, mainly throughout the programme area, for the purpose of assisting in organization and attending different events in the field.

Project Assistant will work under the supervision and provide regular support to the Project Manager in European Integration Office.

**B** **RESPONSIBILITIES AND TASKS**

In particular, the Project Assistant will perform the following tasks:

* Providing support to proper and timely implementation of all EIO activities envisaged in the project;
* Preparation of tender documentation on behalf of EIO;
* Manage the resulting procurement procedure and contracts, including checks on invoices and related technical documentation;
* Preparation of the interim/progress and final narrative and financial reports;
* Providing information to the First Level Control Officers (FLCO) in CFCU in the Ministry of Finance of Montenegro (being Contracting Authority) for reporting and all related documents;
* Providing any relevant information to the Lead Partner/Project Partners in the participating countries as required;
* Providing support to the organization of meetings of the project and preparation of minutes;
* Keeping files for the project;
* Providing assistance in implementation of Communication and Visibility Plan, including providing assistance in communication with the media and in organization of visibility events related to the project;
* Providing assistance in preparation and production of promotional materials as indicated by Communication and Visibility Plan;
* Other related tasks as per instruction of the superiors.

**Professional requirements**

Project Assistant must fulfil the following conditions and have following minimum qualifications and experience:

*Requirements and qualifications:*

* University degree;
* Two years of general professional experience;
* Two years of relevant professional experience in management/coordination of programmes or projects funded by the EU or other donors;
* Proven knowledge of the context of the programme;
* Fluency in both written and spoken English and Montenegrin. Fluency in another language within the programme area would be considered as an asset;
* Advanced computer literacy;
* Good knowledge of procurement procedures for programmes or projects funded by the EU or other donors;
* Good communication, organizational and presentation skills.

**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.

Interested candidates should send application documents by **27 July 2020 until 15.00h** to the following email address: [marko.dragas@gsv.gov.me](mailto:marko.dragas@gsv.gov.me), specifying in the **Subject**: Programme Assistant in the European Integration Office.

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