

 Montenegro

Ministry of European Affairs

**Terms of Reference – Project Manager**

**Position:** Project Manager in the Joint Secretariat – Branch office in Podgorica for the Interreg VI-A IPA Programme Croatia - Bosnia and Herzegovina - Montenegro 2021-2027

**Location:** Ministry of European Affairs,Podgorica

**Expected duration:** Contract signature until 31 December 2029

**Overall objective:**

The Project Manager situated in branch office in Podgorica, Montenegro is part of the Joint Secretariat (JS) which is internationally staffed body with headquarter in Zagreb, Croatia. The JS assists the Managing Authority (MA) and the Monitoring Committee (MC) in carrying out their respective functions and provide support to National Authority. The JS undertakes the day-to-day implementation of the Programme.

Project Manager contributes to strengthening capacities of the Ministry of European Affairs to perform its function as the National Authority in the Programme effectively.

Responsibilities of a Project Manager imply participation in preparing application packages for project applicants, in evaluation procedures and in selection of project proposals, monitoring of progress reports and implementation of approved projects. Project Manager is, also, the first contact to applicants and project partners for information on all technical issues. He/she should have experience in the Programme/project implementation procedures as well as, if possible, in specific areas linked with priorities supported by that Programme (research and innovation, entrepreneurship development, energy efficiency, environment, tourism, culture and health).

The position includes travel, mostly in the programme area for the purpose of:

a) monitoring the implementation of projects financed by the Programme;

b) organising and attending various events and meetings related with implementation of the Programme and projects.

Selected Project Manager will perform following duties:

* provides support and advice to project applicants during the application phase;
* participates in the preparation of calls for proposals;
* participates in the project selection procedure;
* acts as advisor for the selected projects and project partners;
* collects and reviews progress reports submitted by all projects, and advises project partners if progress is not on schedule or activities change;
* prepares reports for the Monitoring Committee regarding project implementation and specific content related issues;
* participates and contributes to project seminars and conferences as appropriate;
* actively involved in the implementation of other Programme support activities like partner-search events or forums;
* contributes to the programme web site, leaflets, brochures and other publications;
* prepares and continuously evaluates and updates the applicants’ package;
* regularly uploads relevant data to the programme monitoring and information system;
* co-ordinates and supervises the work of the external experts;
* collects and updates relevant information on strategies, policies, rules, guidelines, etc;
* cooperates with other colleagues from Joint Secretariat/National Authorities/Managing Authority on the implementation of the Programme;
* reports to the Head of Joint Secretariat, Head/Deputy Head of MA and National Authority.