

**Montenegro**

**Ministry of European Affairs**

**Terms of Reference**

**Capacity Building Officer for EUSAIR FACILITY POINT – Supporting the EUSAIR governance for improved cooperation**

**Project Title**: 537-EUSAIR FACILITY POINT – Supporting the EUSAIR governance for improved cooperation – FACILITY POINT funded by the Interreg VI-B Interreg IPA Adriatic Ionian Programme (IPA ADRION) 2021-2027 for EU Strategy for the Adriatic and Ionian Region

The EU Strategy for the Adriatic and Ionian Region (EUSAIR) is a macro-regional strategy adopted by the European Commission and endorsed by the European Council in 2014. The Strategy was jointly developed by the Commission and the Adriatic-Ionian Region countries and stakeholders, which agreed to work together on the areas of common interest for the benefit of each country and the whole region.

**I Objective**:

The EUSAIR Capacity Building Officer will support the EUSAIR structure (especially the Lead Partners for the Working Package ‘Capacity Building’ – the Municipality of Izola and Ministry of European Affairs of Montenegro) in the implementation of the project work plan, specifically in implementing the capacity building component according to Working Package 3 *Support to decision making and capacity development of EUSAIR implementers.*

**II Key duties:**

Under the supervision of the EUSAIR National Coordinator (NC) in the Ministry of European Affairs of Montenegro, the Capacity Building Officer will:

- Provide technical support to project partners in charge of Working Package 3: *Support to decision making and capacity development of EUSAIR implementers* (Ministry of European Affairs of Montenegro and Municipality of Izola), as well as other EUSAIR Project partners;

- Participate in the preparation and updating of the capacity building programme and yearly capacity building plans for EUSAIR;

- Participate in the implementation of capacity building plans;

- Participate in the preparation of training materials for courses;

- Support the preparation and delivery of EUSAIR trainings and other EUSAIR events;

- Supervise the work of trainers/external consultants;

- Assist in updating programme/project documents;

- Support activities related to all EUSAIR thematic pillars;

- Provide support to visibility activities and stakeholder consultations;

- Participate in the preparation of reports on the implementation of the FACILITY POINT project;

- Cooperate with all project partners on the implementation of EUSAIR Governance Support projects (FACILITY POINT, StEP, SP4EUSAIR)

- Ensure that EU visibility rules are applied, along with communication requirements of the EUSAIR and FACILITY POINT project, especially those concerning publications, workshops and consultancy-related activities implemented within the project;

- Serve as the focal point at the national level for the coordination of capacity building activities with the EUSAIR structure;

- Participate in necessary meetings and reviews;

- Liaise with the EUSAIR National Coordinator Team in Montenegro, Municipality of Izola and Montenegrin EUSAIR Facility Point Project Officer on daily/weekly basis to ensure the implementation of agreed activities and proper monitoring;

- Other duties as assigned.

**III Reporting Line:**

The EUSAIR Capacity Building Officer will report directly to the EUSAIR NC and NC team.

**IV Qualifications and skills:**

* A university degree in humanities or social sciences;
* Excellent knowledge of Montenegrin and English;
* Knowledge of relevant EU policies and EU strategy for the Adriatic-Ionian region (EUSAIR);
* Good knowledge and understanding of multi-level governance dynamics, applied to EUSAIR;
* Computer literacy;
* Communication skills;
* Good analytical and writing skills;
* Proficiency in report drafting.

**General professional experience:**

* At least 5 (five) years of general working experience obtained after the university degree.

**Specific professional experience:**

* At least 2 years of relevant working experience related to management, implementation, supervision or design of EU or other donor-funded programmes and/or projects;
* Work experience related to capacity-building actions with concrete involvement in the design/ delivery of capacity-building activities and organizing trainings/information events, preferably targeted to staff from public authorities, will be considered as an asset;
* Knowledge of PRAG rules will be considered as an asset.

**V Location**

Premises of the Ministry of European Affairs in Podgorica.

**VI Expected start date:**

January 2025

**VII Duration of the Contract:**

Until the end of 2027, with a maximum of **132 working days** per year (approximately 11 days per month).

**VIII Application procedure**

To apply, interested candidates should submit the following documents:

- A curriculum vitae (CV) in Europass format;

- A motivation letter in English;

- A copy of university degree.

Prospective candidates should send their applications and supporting documents to [miodrag.raceta@mep.gov.me](mailto:miodrag.raceta@mep.gov.me) by **20 November 2024 at 15.00**, with the subject line: “Capacity Building Officer for EUSAIR FACILITY POINT”. Late or incomplete applications will not be considered.

Please note that only shortlisted candidates will be contacted for an interview.