

REF: MJP1/22/01/18

**Job Position:**

**Administrative assistant of Erasmus + *project Reforming doctoral studies in Montenegro and Albania – good practice paradigm* MARDS, coordinated by the University of Montenegro**

**Work Schedule:** Part time (4hrs per working day)

**General aim:**

To provide support to the MARDS project team members to achieve the project goals by performing accurate and timely project administration.

**Requirements:**

- [1] Good knowledge of the Higher Education System, especially at the level of doctoral studies in Montenegro, the Region and the European Union.
- [2] At least 1 year of practical experience of work at Higher Education Institutions.
- [3] Employees in the higher education academic sector, experienced in the project administration and management, can apply on a half-time basis.
- [4] Experience in event organisation.
- [5] Excellent language skills (especially writing and speaking) in English. Proficiency in an additional language is an advantage.
- [6] Excellent computer skills, especially in communication, graphical and web applications.
- [7] Excellent communication and social skills.
- [8] At least Bachelor's degree in languages, sciences, humanities, ICT.
- [9] Williness to travel inside and outside Montenegro as needed.
- [10] Driver's license and a transportation facility.

**The administrative officer will have the following duties:**

- [1] Providing assistance with administrative and technical jobs related to the MARDS project management. (administration regarding the following project categories: staff, travel and stay, equipment, other jobs and subcontracting).
- [2] Daily communication with the Partners, the responsible European Agency (EACEA), the Coordinator and the Rectorate of the University of Montenegro and monitoring the implementation of project packages, activities, deliverables creation, tasks and regular events.

[3] Providing support for translation of relevant documents, from English to Montenegrin and from Montenegrin to English.

[4] Assistance in preparing timely and good quality reports (internal and external) requested by Erasmus+ rules.

[5] Communication with the financial assistant at the coordinating institution.

[6] Assistance in organizing the consortium meetings and mobilities.

[7] Attending the meetings in the country and abroad.

[8] Reporting to the project coordinator on a weekly basis.

**Additional information:**

The basic information about MARDS project can be found at [www.mards.ac.me](http://www.mards.ac.me) .

**Salary:** Negotiable during interview

**Submission procedure:**

Pls. send the job application not later than **30th of January 2019** (17h Brussels Time) to the email address [mards@ucg.ac.me](mailto:mards@ucg.ac.me), cc: [stox@ac.me](mailto:stox@ac.me) , [anat@ucg.ac.me](mailto:anat@ucg.ac.me), with the subject [MARDS administrative assistant - job application]. The application should include:

[1] CV in Europass format with emphasis on description of job experience related with MARDS's job description

[2] Motivation letter

[3] Electronic copies of diplomas, certificates etc, in order to support and evidence CV

[4] Recommendations in free form if any?

In Podgorica, 22/01/2019