**VACANCY ANNOUNCEMENT**

**Position: Antenna Officer for the Joint Technical Secretariat (JTS) for the IPA Cross-Border Cooperation Programme Montenegro - Kosovo under IPA III (2021 – 2027)**

**Location: Antenna Office in Prishtina, Kosovo**

**Project: Technical Assistance for the management of Cross-Border Cooperation Programme Montenegro - Kosovo under IPA III (2021 – 2027)**

**Expected duration: 24 months with the possibility of extension**

The Ministry of Local Government Administration in the Republic of Kosovo, in cooperation with the Ministry of European Affairs of Montenegro, in the role of CBC Structures, publishes this vacancy announcement to hire one (1) Antenna Officer for the Joint Technical Secretariat (JTS) for the IPA Cross-Border Cooperation Programme Montenegro - Kosovo under IPA III (2021 – 2027).

**Job purpose**

Under the supervision of the Head of Joint Technical Secretariat, the Antenna Officer will be responsible for all matters relating to the management and implementation of the project (technical assistance), including the coordination of specific activities. He/she will play a fundamental role on contract reporting, administration of resources, assistance in the launching of calls for proposals, on field project monitoring (particularly result oriented), collecting data for the programme reports and supporting activities related to publicity, visibility and information.

**Overall objective**

In line with the Technical Assistance Grant Contract and the relevant documents and procedures agreed between the participating countries and between the participating countries and the European Commission (Framework Agreements, Financing Agreements, the relevant Cross-Border Cooperation Programme), the Antenna Project officer shall, under the direction of the Head of the JTS, be responsible for:

* Support to the Programme CBC Management Structures;
* Support to implementation of the Programme and projects;
* Provide capacity building for potential applicants and grant beneficiaries;
* Enhance the visibility of the Programme and promotion, as well as its internal communication;
* Fulfil of any other tasks assigned by the Head of the JTS /CBCS/CA.

**Duties and responsibilities**

In particular, the selected Antenna Officer will perform the following tasks:

1. **Support to the Programme Management Structures**
   1. **Management of the TA Grant Contract**

* As per provisions of the general conditions, contribute to the preparation of narrative and financial reports, as well as requests for payment;;
* Support to Financial and Procurement Officer in the activities related to the financial management of the project (technical assistance), including specific activities related to procurement, sub-contracting, budgeting, financial reporting,etc.;
* Contribute to the preparation of the draft grant application form for contracting subsequent technical assistance funds;
* Ensure that all activities and outputs are timely implemented and properly recorded in his or her time sheets;
* Ensure the visibility of outputs produced under the TAGC and that the implementation of activities respects the provisions of the Communicating and Raising EU Visibility Guidance for External Actions 2022.
  1. **Support to the work of the JMC and CBCSs**
* Provide the secretarial function of the Joint Monitoring Committee;
* Provide any relevant information to the Cross-Border Cooperation Structures in the participating countries as required;
* Support the organisation of meetings between the CBCS;
* Participate in thematic meetings and regional and capacity building events if required.
  1. **Preparation of key Programmes’ documents**
* Support to preparation of Annual Work Plans;
* Support to preparation of Annual and Final Implementation Reports;
* Support to revision of the Programme Documents.
  1. **Programme-level monitoring**
* Follow up the regular update of information in the regional monitoring system; Contribute to the provision, verification and validation of data inputs on programme implementation in the regional monitoring system;
* Cooperate with evaluators and auditors;
* Ensure administrative and logistic support to the JMC and CBC structures regarding the revision of the 2021-2027 IPA III CBC programme document (if applicable for the mid-term review);
* Ensure a contribution to the capitalisation of results;
* Organise and/or conduct analytical, research and/or background studies.

1. **Support to the implementation of the Programme and projects**
   1. **Capacity building for potential applicants**

* Organization of trainings on the preparation of project proposals;
* Organization of Partner Search Forums (PSF);
* Help desk for assisting the potential applicants/ Answer all queries on Calls for Proposals from interested applicants by the relevant deadlines;
* Organization of Project clinics for unsuccessful applicants.
  1. **Managing the Calls for Proposals**
* Support Contracting Authority in drafting Calls for Proposals documentation;
* Provide support in organisation of information sessions and workshops for pre-selected applicants, if required by the contracting authority;
* Ensure publication of Calls for Proposals in all appropriate media;
* Supporting the contracting procedures (budgetary clearing), if required by the contracting authority;
* Record statistical information on each Call for Proposals.
* Conduct the revision of logical framework matrixes of operations selected for funding prior to the contract signature or, if unpracticable, during the first quarter of the period of implementation of that contract.
  1. **Capacity building for project beneficiaries**
* Preparation of Implementation Packages for beneficiaries;
* Organize Implementation Seminars for beneficiaries;
* Organize trainings on Secondary procurement for beneficiaries and ensure continuing advice on procurement during the projects’ implementation period;
* Organization of trainings on Publicity and visibility for beneficiaries;
* Organization of trainings on Reporting for beneficiaries;
* Maintain a help-line for beneficiaries;
* Preparation and submission of a risk assessment per operation as well as that the appropriate follow-up actions are taken
  1. **Project-level monitoring**
* Open and maintain files for each project;
* Review and follow-up of interim/progress and final reports from operations prior to their submission to the contracting authority of CBC operations;
* Draft an indicative monitoring visit schedule;
* Conduct monitoring visits, draft monitoring visit reports and undertake follow-up;
* Keep relevant up-to-date project information in electronic form;
* Record qualitative data from the implementation of CBC operations.
  1. **Capacity building for Programmes’ management structures**
* Organization of trainings for JTS and CBCSs.

1. **Visibility, promotion and communication**

* Support the preparation, monitoring and updating of communication and visibility plans;
* Assist with the uplifting and maintenance of the Programme website;
* Assist with preparation and production of promotional materials as indicated in JTS work plans and/or the communication action Plan;

1. **Visibility and awareness raising activities**

* Assist in the organization of info days for the programme’s promotion;
* Assist in the organization of visibility events related to the calls for proposals;
* Assist in the organization of public awareness campaigns and promotional events;
* Ensure suitable visibility of printed materials, etc. in line with visual identity rules at all programme events.

**Other**

* Preparing official travel documents (official travel requests, requests for advance payments, reports with all the evidence for financial expenses from the day when the official travel ends and any other required documents) related to the activities implemented within the programme;
* **Managing and processing incoming invoices related to the expenses made within the programme (rent, maintenance, utilities, and any other activities) and deliver the file for payment in accordance with financial rules applied in the Ministry;**
* Participate in exchanges of staff and study visits.

**Professional requirements**

The candidate for the position of the Antenna Officer for Joint Technical Secretariat (JTS) is expected to fulfill the following essential qualification requirements:

1. **Educational Qualification**: A university degree is mandatory.
2. **General Professional Experience**: Out of the minimum required general professional experience (5 years) at least 3 years of experience in programme management /projects financed by EU or other donors;
3. **Specific Professional Experience**: The candidate should have a minimum of 3 years of hands-on experience with project monitoring of EU-funded grant contracts, preferably those dealing with technical assistance, and working within the context of cross-border cooperation programs;
4. **Language skills**: Proficiency in English, both spoken and written, is a prerequisite. Additionally, the candidate should be fluent in at least one of the official languages of the participating countries, with competency in both spoken and written communication.
5. **Computer Literacy**: The candidate must demonstrate a strong level of computer literacy, being comfortable with various software programmes and tools used for administrative and financial management and reporting.

In addition to meet the minimum selection criteria, the position of the Antenna Officer for Joint Technical Secretariat (JTS)must be offered to whomever also satisfy the following criteria:

* Sound knowledge of the principles of project cycle management;
* Knowledge of relevant EU documents and procedures (e.g.: IPA regulations, implementing regulations, framework agreements, financing agreements);
* Knowledge and experience of relevant national legislation and procedures in one or the two participating countries;
* Knowledge and experience with the implementation cross-border programmes and/or with technical assistance will be an asset.

**Timeline**: The engagement and signing of the contract with the selected Antenna Officer for the Joint Technical Secretariat (JTS) shall be subjected to the signing of the Technical Assistance Grant Contract for the IPA III Cross-border Cooperation Programme Montenegro - Kosovo.

**Application**: Interested applicants should submit their updated CV, copy of diploma and relevant supporting documents (e.g.: certificates of employers or contracts of employment or services) as evidence of previous work experience to the following email: [blerdon.pajaziti@rks-gov.net](mailto:blerdon.pajaziti@rks-gov.net) latest by 17.04.2024 by 16hrs

**Subject**: "Application for the Antenna Officer of the Joint Technical Secretariat (JTS) of the CBC Programme Montenegro - Kosovo” under IPA III (2021 – 2027)

Only short-listed candidates will be contacted.

**Note:** Applications received after the closing date will not be considered.