

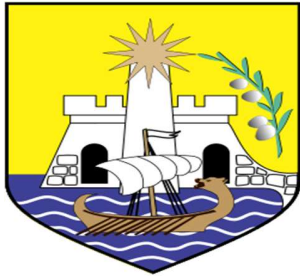
Vacancy announcement

The Municipality of Ulcinj as a partner in project „CRISIS - Cross-border Risk management of hazardous material transportation “ ***funded under the INTERREG IPA CBC ITALY–ALBANIA–MONTENEGRO PROGRAMME***” , invites interested candidates to apply for the following position:

Project Manager for the INTERREG IPA CBC ITALY – ALBANIA – Montenegro CRISIS PROJECT

Requirements and qualifications:

- First-level university degree in law, political science, international relations, business and management, engineering, project management or similar;
- A minimum of two years of experience in programme or project management, of which at least one years must have been as a project manager on either training and capacity building projects or projects with construction elements;
- Demonstrated experience of effectively managing medium-sized, multi-national teams;
- Experience of donor reporting preferred;
- Demonstrated gender awareness and sensitivity, as well as the ability to integrate a gender perspective into tasks and activities;
- Ability and willingness to work as a member of team, with people of different cultural, and religious backgrounds, different gender, and diverse political views, while maintaining impartiality and objectivity.
- Computer literate with practical experience with Microsoft. applications;
- Professional fluency in English, both oral and written.



Application procedure:

Interested candidates have to submit following application documents:

- A Curriculum Vitae (CV) in Europass format;
- A Motivation letter in English;
- A Certificate of Proficiency in English;
- Photocopy of the University degree.

Interested candidates should send the application documents by **16 May until 15.00h**, to the following e-mail address: arsllan.hajdinaga@ul-gov.me, specifying in the Subject: **“Project Manager for the INTERREG IPA CBC ITALY – ALBANIA – Montenegro CRISIS PROJECT”**.

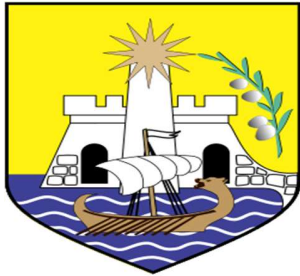
Only short-listed candidates will be contacted for an interview.

Terms of Reference –Project Manager for the INTERREG IPA CBC ITALY – ALBANIA – Montenegro CRISIS PROJECT

Position : Project Manager for the INTERREG IPA CBC ITALY – ALBANIA – Montenegro CRISIS PROJECT

Location: Municipality of Ulcinj, Ulcinj

Overall objective



The Project Manager is responsible for planning, organizing, and directing the completion of specific projects for the Municipality, while ensuring these projects are on time, on budget, and within scope.

Selected Project Manager will perform following duties:

- Support implementation of the Project activities;
- Provide narrative reports on the on-going processes and proactively pointing out possible obstacles to the implementation of the Project activities;
- Internal and external co-ordination and co-operation;
- Maintain regular contacts and ensuring timely communication with partners and stakeholders in person, phone or via email;
- Compile and prepare draft Project reports, by gathering and analysing relevant information;
- Run regular project budget and expenditure reports;
- Organize, Co-ordinate and attend Project related meetings, seminars and conferences and provides written summaries and minutes of meetings;
- Other duties as assigned.