



This project is funded by  
the European Union



## **IPA CROSS-BORDER COOPERATION PROGRAMME MONTENEGRO–ALBANIA 2014-2020**

### **Terms of Reference (ToR)**

#### **ANTENNA OFFICER**

##### ***Background***

The State Agency for Strategic Programming and Aid Coordination, as the Operating Structure in Republic of Albania, in agreement with the Operating Structure of Montenegro, publishes a public call for expression of interest for the recruitment of one (1) Project Antenna Officer of the Joint Technical Secretariat (JTS) of the IPA CBC Programme Montenegro-Albania 2014-2020.

The Joint Technical Secretariat, located in Podgorica, is the administrative body in coordination of the day-to-day management of the Programme.

##### ***Contracting Authority***

The contracting authority will be the State Agency of Strategic Programming and Aid Coordination (SASPAC) of the Republic of Albania.

This position will be financed under the “Technical Assistance” project supporting Albanian Operating Structure in the implementation of the IPA CBC Programme Montenegro-Albania 2014-2020.

##### ***Position summary and duration***

The position of the Antenna Officer is located in the Antenna Office in **Shkodra**. This is due to the need for providing closer assistance to Albanian beneficiaries as well as to ensure a higher local visibility of the Programme.

Under the direct supervision of the SASPAC and Head of the JTS, the Antenna Officer will be responsible for all issues related to the management and implementation of the Programme, 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. He/she should be specialized also in Communication and Information.

The Project Antenna Officer under the direction of the Head of JTS will be in charge of all administrative and logistic tasks related to the internal functioning of the JTS Antenna Office in Shkodra.

The Project Antenna Officer shall discharge his/her duties full time in the office and on the field.

### ***Essential Job Functions***

#### **1. Support to the Programme Management Structures**

##### **1.1 Management of the TA Grant Contract**

- Contribute to the preparation of the Contract interim and final reports;
- 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.

##### **1.2 Support to the work of JMC (Joint Monitoring Committee) and OSs (Operating Structures)**

- Provide the secretarial function of the Joint Monitoring Committee;
- Provide any relevant information to the Operating Structures in the participating countries as required;
- Support to the meetings of the OSs;
- Participation to thematic meetings and regional and capacity building events if required.
- Prepares the payment orders and supporting documents for the incurred expenditures of TA of Albanian Operating Structure

##### **1.3 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.

##### **1.4 Programme-level monitoring**

- Updating of system for Programme level monitoring;

## **2. Support to the implementation of the Programme and projects**

### **2.1 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.

### **2.2 Managing the Calls for Proposals**

- Support Contracting Authority in drafting Calls for Proposals and all related documentation;
- Ensure publication of Calls for Proposals in all appropriate media;
- Assist with the receipt, registration and storage of proposals received;
- Supporting the contracting procedures (budgetary clearing)
- Draft lists of grant awarded for publication;
- Record statistical information on each Call for Proposals.

### **2.3 Capacity building for project beneficiaries**

- Preparation of Implementation Packages for beneficiaries;
- Organize Implementation Seminars for beneficiaries;
- Organize of trainings on Secondary procurement for beneficiaries;
- Organization of trainings on Publicity and visibility for beneficiaries;
- Organization of trainings on Reporting for beneficiaries;
- Maintain a help-line for beneficiaries;

### **2.4 Project-level monitoring**

- Open and maintain files for each project;
- Assist with the receipt, analyse and follow up of progress reports received from beneficiaries;
- Draft an indicative monitoring visit schedule;
- Conduct monitoring visits, draft monitoring visit reports and follow up;
- Keep relevant up-to-date project information in electronic form.

### **2.5 Capacity building for Programmes' management structures**

- Organization of trainings for JTS and Oss.

## **3. Visibility, promotion and communication**

- 3.1 Support to Preparation of Annual Communication and Visibility Plans;
- 3.2 Assist with the development and maintenance of Programme website;
- 3.3 Assist with preparation and production of promotional materials as indicated in JTS work plans and/or Communication Action Plan;

#### 3.4 **Visibility and awareness raising activities**

- Assist in organization of Info days for the promotion of the Programmes;
- Assist in Organization of Visibility events related to the Calls for Proposals;
- Assist in Organization of public awareness campaigns and promotional events.

#### 4. **Other**

- Fulfilment of any other tasks assigned by the Head of the JTS /OSs/CA

#### ***Profile and qualifications***

- University degree or Diploma in Law, Public Administration, Economics, Engineering, or any related relevant fields;
- He/she must have management experience in project administration of EU funded or other international-donor funding programmes/projects (professional experience should be proven by insurance documentation or copies of employment contracts, translated in English);
- Fluency in both written and spoken English and Albanian;
- Very good computer skills: MS Office including Word, Excel, and PowerPoint, Internet;
- Driving license would be a condition;
- A letter of reference from NIPAC (applicable only for the applicants previously employed in this position or other positions of the programme structures).

#### ***Additional qualifications to be considered as assets:***

- Knowledge and experience of EU procurement procedures and of relevant EU documents and procedures (PRAG rules, IPA II regulation and the relevant CBC programme);
- Knowledge in matters of public administration procedures and legislation;
- Excellent drafting, presentation and communication skills;
- Good knowledge of an additional EU language is an asset;
- Ability to work within a team in a multicultural environment;
- Organizational skills and effectiveness;
- Ability to work under pressure;
- Creativity and problem-solving skills;
- Ability to determine and focus on the priorities set by the programme;
- Willingness to travel frequently.

### ***Location***

The Antenna Office and the job position is based in Shkodra, Albania.

### ***Reporting***

Formally, the Project Antenna Officer will report to the Head of JTS in Podgorica, as well as to the Albanian Operating Structure. He/She will prepare a monthly report about the implementation of the administrative and logistic tasks related to the internal functioning of the JTS including activities in the Work plan. He/She will each month prepare a timesheet and will submit it for approval to the Head of Operating Structure in SASPAC and it should be further signed by the Head of JTS in Podgorica.

### ***Application procedure***

Interested applicants should submit in hard copy

- A motivation letter in English;
- A CV in English (suggested europass format);
- Degrees/Diploma for the relevant education, Certificates, trainings, or any other relevant document related to the education;
- A copy of the documentation proving the working experience as described in this ToRs;
- Copy of a valid Identification Document, signed with the original signature of the applicant on it;
- To avoid the rejection of the application, all the supporting documents should be included in the application as requested.

All documentation should be submitted in English; if not in English, accompanied by English translation (unofficial translation).

The CV and supporting documents submitted shall be examined in order to assess the compliance with the selection criteria. The Selection Committee will evaluate the education and length of professional experience of candidates, as stated under the required qualifications rubric, based on the documentation submitted. All candidates meeting the required qualifications will be invited to an interview, where their qualitative professional experience and respective qualifications and competencies (and the Written Test) will be assessed.

The Selection Committee will select the appropriate applicant per position, taking into account the sum of the applicant's scores in the CV evaluation and the interview (and the Written Test). The Selection Committee will draw up a ranking list of the interviewed applicants. In each stage of the selection procedure all candidates will be notified by e-mail, sent to the addresses indicated in the CVs.

For successful applicant that will be employed by SASPAC before the signing of his/hers employment contract, an official document should be submitted verifying that there is no criminal record.

The recruitment process will be managed directly by SASPAC in coordination with JTS and Operating Structure of Montenegro. The successful applicant will sign a contract with the State Agency of Strategic Programing and Aid Coordination.

### ***Administrative Elements***

*Contesters/participants should have:*

- Good Knowledge of the IPA CBC Montenegro-Albania Programme <https://www.cbc-mne-alb.org/>
- Good Knowledge of PRAG Rules: <https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG>
- Good knowledge of the Albanian Ethical Code <http://dap.gov.al/legjislacioni/per-administraten-publike/44-ligj-nr-9131-date-08-09-2003-per-rregullat-e-etikes-ne-administraten-publike>

### ***Evaluation***

Qualification will be done based upon the above qualification requirements.

Contesters/participants qualified to enter the test will be evaluated based on the following norms:

- Dossier: up to 15 points.
- Oral testing: up to 25 points.
- Written testing: up to 60 points.

The best candidate, who gains more than 70 points in total, will be selected.