



Project is implemented by



Social Inclusion of Roma and Egyptians through employment

Project Assistant Help Montenegro

Job description

The Project Assistant shall be responsible for the provision of administrative support to the Project Coordinator by assisting with all project activities implementation including preparation of reports and proper filing of all project related documentation.

Duties

- Assist Project Coordinator in field work and monitoring;
- Prepare internal field visit/monitoring reports, as requested;
- Attend appropriate coordination meetings, as required;
- Translate documents related to the project from Montenegrin to English language and vice versa as requested by the supervisor;
- Distribute incoming project documents to the relevant persons;
- File documents according to the instructions of supervisors;
- Assist in preparation and coordination of visibility activities;
- Solicit information and prepare draft reports;
- Other duties as assigned by the supervisors.

Requirements

- Educational level - university degree,
- Previous experience in humanitarian organization with similar scope of work will be considered an asset,
- Fluent in English, full PC literacy,
- Ability to work independently and as part of a larger team,
- Excellent communication skills,
- Active driver status

Contract duration: 4 months

Interested candidates should send their CV and motivation letter to helphelp@t-com.me not later than Wednesday, 26 July 2017.



Project is funded by the EU





This project is funded by the European Union.
Projekat finansira Evropska unija