



Network of Associations of Local Authorities of South-East Europe
Réseau des Associations de Pouvoirs Locaux de l'Europe du Sud-Est

Terms of Reference (ToR)

Administrative Officer for “EU 4 All in Montenegro” project

Location: Podgorica, Montenegro
Organization: NALAS
Type of contract: Full-time, fixed-term employment contract
Duration: June 2026 – May 2029

Position:

NALAS intends to hire an **Administrative Officer** to support the project team in administrative, financial and operational management, including but not limited to support in project implementation of the “**EU 4 All in Montenegro**” project.

NALAS is a network of associations of local authorities of South East Europe. The Network brings together 14 Associations which represent roughly 9000 local authorities, directly elected by more than 80 million citizens of this region. The NALAS Secretariat, based in Skopje, is responsible for the overall coordination and the implementation of the activities.

NALAS was created in 2001 following the first Forum of Cities and Regions of South-East Europe (Skopje, November 2000), organised by the Congress of Local and Regional Authorities of the Council of Europe. The Network was established under the auspices of the Stability Pact for South Eastern Europe (Working Table 1) and the Council of Europe. During the first years, NALAS functioned as an informal organisation with regular meetings, seminars and training programmes. In July 2005 NALAS became an officially registered association with its seat in Strasbourg. The NALAS Secretariat was established in March 2007.

“EU 4 All in Montenegro” is a project co-funded by the European Union, that will support the development potential of municipalities in Montenegro through strengthening their capacities for EU integration processes and improving local infrastructure and public services. The project is implemented by NALAS, in cooperation with the Union of Municipalities of Montenegro (UOM), covering all municipalities in Montenegro.

The Administrative Officer position is based in the NALAS Branch Office in Podgorica. Under the guidance and supervision of the Team Leader, the Administrative Officer provides quality services in the areas of administration, finance, procurement and overall project support, ensuring compliance with all relevant rules, guidelines, processes and procedures.



Supervision:

The Administrative Officer will report directly to the Team Leader of the project and legal representative of NALAS Montenegro branch.

Tasks and responsibilities:

The Administrative Officer contributes to ensuring the effective, efficient and compliant implementation of the project by providing administrative, financial and operational support, in line with applicable national legislation and EU donor requirements.

S/he supports the Project Team in the following areas:

- Provision of comprehensive administrative and office support to ensure smooth day-to-day project operations
- Support to financial and budget implementation, including assistance in processing payments and monitoring expenditures
- Delivery of general administrative services, including support to procurement procedures in line with PRAG rules and project requirements
- Ensuring that all administrative and financial documentation is complete, accurate and compliant with Montenegrin legislation, donor rules, contractual obligations and internal procedures
- Verification of the completeness and correctness of supporting documents related to project expenditures
- Assistance in the preparation, processing and tracking of payments to suppliers, partners and service providers
- Maintenance of structured and auditable filing systems, ensuring proper archiving of all project documentation
- Support in the preparation of periodic financial and administrative reports in accordance with established timelines and donor requirements
- Maintenance of records of financial transactions and supporting documentation in line with audit standards
- Data entry and monitoring of project expenditures and financial flows
- Support in procedures related to VAT exemption, including communication and coordination with relevant national authorities
- Assistance in the preparation of documentation for internal and external audits, ensuring availability and traceability of all required documents
- Coordination and support to the Team Leader and Finance Officer during audit processes and financial verifications
- Organization of project/national/international events
- Contribution to NALAS project applications preparation
- Contribution to the overall project implementation by performing additional tasks as required, ensuring alignment with project objectives and operational needs

Required skills and experiences:

Education: University degree (240 ECTS), with preferred specialization in economics, law, humanities or other relevant discipline.

Experience:

- A minimum of 3 years of relevant professional experience in project implementation, administration and/or financial management, preferably within local or national public institutions in Montenegro
- Proven experience in the implementation of at least 2 EU-funded projects, with demonstrated involvement in administrative, financial and/or operational aspects of project delivery
- Solid understanding of EU-funded project management procedures, including financial management, reporting requirements and audit processes
- Demonstrated experience in applying PRAG procedures, including support to procurement processes, preparation of tender documentation and administrative management of procurement cycles
- Strong ability to interpret and apply administrative and financial rules, regulations and procedures, ensuring compliance with donor requirements and national legislation of Montenegro
- Experience in handling financial documentation, including verification of supporting documents, tracking of expenditures and preparation of financial inputs for reporting purposes
- Familiarity with VAT exemption procedures and related administrative processes in the context of donor-funded projects in Montenegro
- Proficiency in the use of standard office software, particularly MS Excel and MS Word, with the ability to manage structured data and documentation systems
- Strong organizational skills, with the ability to manage multiple tasks simultaneously, ensure accuracy and meet deadlines in a dynamic project environment
- High level of attention to detail, responsibility and accountability in handling administrative and financial tasks
- Excellent communication and interpersonal skills, with the ability to interact effectively with project team members, partners and external stakeholders

Languages: Professional use of Montenegrin language and English language (minimum B2 level) is required.

The following would be considered an asset:

- Additional years of relevant professional experience beyond the minimum requirement
- Experience in implementation of a larger number of EU-funded projects



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- Previous experience in roles with increased responsibility (e.g. project coordination or management positions)
- Experience working with or strong understanding of local self-government systems in Montenegro
- Cooperation with international regional/international organizations
- Experience in implementation of grant schemes and support to beneficiaries

Application procedure:

Applicants shall submit a CV and Letter of Interest, both in English language, highlighting how the candidate meets the specific position requirements.

Applications should be submitted no later than **30 April 2025, 14:00 CEST**, at: starovlah@nalas.eu.

The email must include the subject: Application for position Administrative officer for “EU 4 All in Montenegro” project, and the name of the candidate.

Only shortlisted candidates will be invited for a competency examination and interview/s. Reference and document check will be performed in the later stage of the selection process.

NALAS is an equal opportunity employer that embraces diversity.

Executive Director

Kelmend Zajazi