

Project: “Promoting eHealth in cbc Area by Stimulating local Economies”, financed in the frame of Interreg IPA II Cross-Border Cooperation Programme “Italy-Albania-Montenegro 2014 - 2020“

Job title	Project Assistant
Reports to	<i>Project manager</i>

Job purpose

The Project Assistant is responsible for the administrative processes and support functions in projects. Organises project events and meetings being responsible for the management and implementation of the logistical arrangements and follow up.

Main duties and responsibilities

Assist the PM in the overall implementation of the project; in overseeing the activities of the consultants and field coordinators and in coordinating the implementation of the project.

Qualifications

EDUCATION, QUALIFICATION

- University Degree in any field of relevance to the position

GENERAL PROFESSIONAL EXPERIENCE

- Minimum 4 years of professional experience in any field of relevance to this position.

SPECIFIC PROFESSIONAL EXPERIENCE

- Proven very good knowledge of English language;
- Professional experience in

ADDITIONAL QUALIFICATIONS TO BE CONSIDERED AS ASSETS

- Post graduate studies;
- Good knowledge of an additional EU language;
- Involvement in previous monitoring/evaluation activities;
- Excellent drafting, presentation and communication skills;
- Computer literacy

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