

The “**Regional Challenge Fund**” (“**RCF**”) is an initiative undertaken by German KfW Development Bank (KfW) in the Western Balkan in supporting the Vocational Education and Training (VET) in the Western Balkan Six Economies (WB6): Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia, and Serbia. It aims to strengthen the labour market relevance of vocational education and training by funding investments in equipment and infrastructure for training providers that engage in cooperative training activities with partnering enterprises.

The Fund Management Unit (“FMU”) is responsible for the implementation of the project. The FMU office is located in Podgorica, Montenegro and we are currently looking for an

Administrative Assistant (f/m/d)

General Job Description

As member of the FMU, the Administrative Assistant is contributing to the continuous due implementation of the administration function by ensuring the implementation of relevant standards in line with defined processes and procedures. The position is full time and based in Podgorica, Montenegro. Working in a dynamic team for a rapidly expanding project in the Western Balkans, the new team member will have a great opportunity to gradually take more responsibility and collaborate with colleagues across the region. This position will suit someone who is proactive, self-driven and has good social skills, with a strong technical, IT-related mindset.

Responsibilities

- Assist in the onboarding, implementation, and rollout of new software platforms.
- Act as a liaison between the FMU and IT/software vendors to troubleshoot and resolve user issues.
- Provide basic instructions and documentation for end users on new systems and updates.
- Provide support to and work closely with the Finance and Admin Manager for all related aspects.
- Prepare and maintain administrative documents including contracts, agreements and other documents.
- Support in preparation of documentation required by procurement and contract management procedures.
- Ensure that all contracts relating to the FMU activities are completed and followed up.
- Provide support to and work closely with the Finance and Admin Manager for all related aspects.

Skills and experience

- University degree in one of the following fields of expertise: Business Administration, Information Systems, Accounting or other related university studies.
- At least three (3) years of relevant and proven experience in office administration, preferably with donor funded projects and ideally with exposure to software systems and digital tools.
- Strong computer skills and proficiency in Microsoft Office Suite, Google Workspace, or similar platforms.
- Experience using or supporting business software such as Salesforce, QuickBooks, or similar tools is a plus.
- Strong attention to detail and accuracy.
- Strong negotiation and communication skills.
- Excellent team player, proactive attitude, highly motivated, reliable and precise.
- Ability to work under pressure, able to manage priorities in a changing environment.
- Proficient command of English

Interested candidates should apply with their recent Curriculum Vitae in electronic format by email to the following address hr@ipcgbh.com with the subject “Admin Assistant RCF” by 9 May 2025.