



**Montenegro**  
**Real Estate Administration Department**  
**Land Administration and Management Project**  
**IBRD Loan No. 7647-ME**

**REQUEST FOR EXPRESSIONS OF INTEREST**  
**FOR CONSULTING SERVICES**  
**FOR**  
**ADMINISTRATIVE ASSISTANT**

This request for expressions of interest follows the general procurement notice for this project that appeared in Development Business dated February 18, 2008.

Montenegro has received a loan from the International Bank for Reconstruction and Development (IBRD) for the realization of the Land Administration and Management Project (LAMP), and intends to apply part of the proceeds of this loan to payments under the contracts for consulting services.

Individual consultants are invited to submit their Expression of Interest for the following assignment:

- **Administrative assistant.**

The Consultant will be engaged for: giving administrative support in creating and maintaining Project's work program; cooperation with other specialists regarding procurement plans, monitoring of payments, training plans, monitoring, evaluation and management of the projects; drafting necessary documentations, reports and proposals; creating and introducing measures for project monitoring; analyzing similar steps, submitting reports and giving recommendations for improvements; supervising key indicators of LAMP project success together with team for supervision and evaluation; preparing monthly, quarterly and annual reports; cooperation with international and local consultants by coordinating their activities regarding projects.

The Consultant shall meet the following requirements: university degree in social or technical science; at least 2 year experience in participation and event management; computer skills, Windows, MS software (Word, Excel, Power Point), MS-Access and MS-Project; fluency in Montenegrin and English language, oral and written; commitment and ability to work in complex team; excellent communication skills, written and oral wording; excellent organizational skills, planning and management skills; advantage is work on implementation project financed by World Bank or EU, knowledge in WB procedures; advantage is valid driver license.

The Real Estate Administration Department (READ) now invites eligible consultants to indicate their interest in providing above mentioned services. Interested consultants must provide Cover Letter and CV representing description of similar assignments, experience in similar conditions and availability of appropriate qualification and skills, including detailing the most relevant experience related to this assignment and the names and contact details of persons to whom the READ can refer concerning the fulfillment of these assignments.

A consultant will be selected in accordance with the IC procedure set out in the World Bank's Guidelines: Selection and Employment of Consultants by World Bank Borrowers, May 2004 (revised October 2006).

Interested consultants may obtain further information at the address below, during working days, from 09:00 to 15:00 hours.

Expressions of interest in English language must be sent to the e-mail address below by May 30, 2012, 12:00 local time. When submitting Expressions of interest please indicate assignment for which you are applying ("Administrative assistant").

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