

## 1 ToR MonteAqua Local Coordinator Kotor

### 1.1 Job duties

Overall job duty is support to the MonteAqua project management. Primary duties for an aquarist include:

- Assistance to Project Manager,
- Assistance to Project Accountants,
- Collection of data for monitoring performance indicator progress
- Maintaining project documentation (electronic and paper)
- Assistance in project self-evaluation
- Assistance in project reporting.

Based on the need, a MonteAqua Local Coordinator Kotor may perform other project related tasks.

### 1.2 Key skills for MonteAqua Local Coordinator Kotor

- Excellent interpersonal skills
- Initiative
- Ability to prioritise and plan effectively
- Creativity
- Willingness to learn

### 1.3 Education & Training

MonteAqua Local Coordinator Kotor must have (at minimum) a Bachelor of Science degree in biology, marine biology, or a closely related area. PhD is strong advantage. Documented experience in project management is essential.