

Limited Liability Company for the transport of passengers and goods by air "ToMontenegro", TIN: 03344312, Bulevar Džordža Vašingtona 98, TCP/4, 81000 Podgorica, phone: 020/690-366, e-mail: hr@to.me , on March 11, 2024 publishes the following

OPEN COMPETITION

for the position of Head of Department for Legal, Personnel, and General Affairs (m/f)

Position:

Head of Department for Legal, Personnel, and General Affairs

Requirements:

In addition to the general requirements stipulated by the Labor Law ("Official Gazette of Montenegro," no. 74/19, 08/21, 59/21, 68/21, and 145/21), the candidate must meet the following special requirements:

- Higher education qualification VII1 sub-level of education qualification – Faculty of Law,
- Four years of professional experience,
- That there are no security obstacles for carrying out work in accordance with the State Safety Program for Civil Aviation of Montenegro.

Engagement period:

Fixed-term employment for 12 (twelve) months, of which work trial for 3 (three) months, with the possibility of extension.

Notes:

With the application for the open competition, the candidate for the Head of Department for Legal, Personnel and General Affairs should submit:

- a diploma of acquired education or a photocopy certified by the competent authority,
- a photocopy of an identity card or passport; - a certificate from the competent court that there are no criminal proceedings against the candidate,
- certificate of medical fitness,
- proof of professional experience (certificate or other proof),

The application should contain the following information: name and surname, address, CV, contact phone number, and e-mail address. Late or incomplete applications will not be considered.

Candidates are required to submit complete documentation and evidence in original or a certified copy to the address: Bulevar Džordža Vašingtona No. 98, The Capital Plaza, Diplomatska kula, floor 4, 81000 Podgorica, with a clear reference: "Application for an open competition for the position of the Head of the Department for Legal, Personnel and General Affairs." The deadline for submitting applications is March 24, 2024.

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