

**Position:** Local Branch Office Program Assistant for the project *“Supporting the Western Balkan's Collective Leadership on Reconciliation: Building Capacity and Momentum for the Regional Youth Cooperation Office (RYCO)”*, supported by the UN Peacebuilding Fund

**Work base:** RYCO Local Branch Office in Montenegro, Podgorica, Montenegro

**Expected beginning of the contract:** August 2019

**Duration of the contract:** 12 months with possibility of extension depending on financial resources

**Status in RYCO:** Project Staff

**Background:**

For the background, please click [here](#).

**Job Description:**

The Local Branch Office Program Assistant will assist the Local Branch Officer in Montenegro in implementation of the RYCO program, projects and administrative activities with a special focus on assisting with RYCO's grants to civil society organisations and schools. Her/his principal role is to assure the provision of support and assistance to the Local Branch Office in all aspects of its functions, with a particular emphasis on quality assurance for the UN Peacebuilding Fund and EU funded activities. The LBO Program Assistant is accountable to a respective Local Branch Officer. All duties performed by the LBO Program Assistant will be in line with RYCO rules and procedures, as well as donor requirements.

**Main responsibilities:**

- Assists the Local Branch Officer in implementing program activities of the Office, in order to meet all the key requirements and goals set by the Strategic Plan and action plans of RYCO, particularly those funded by the UN PBF and the EU under the respective project agreements;
- Assists the Local Branch Officer in preparing annual and periodical reports to the RYCO Head Office for program and financial operations – in line with annual action plans and annual budgets and in accordance with internal rules and procedures;
- Conducts administrative and technical tasks;
- Organizes archiving of necessary financial and program documentation;
- Assists the Local Branch Officer in planning and implementation of activities in all phases of the RYCO grant schemes in accordance with internal rules and procedures;
- Supports applicants with all necessary information during the application process in line with internal rules and procedures;
- Monitors the implementation of supported projects during the project implementation phase, including monitoring of the financial reporting of the projects, particularly in view of the reporting requirements of the respective project funders the UN PBF and the EU;
- Collects general information related to the scope of work of RYCO (reports, publications, researches, strategic documents) and prepares materials as input for the design of RYCO program activities, and contribute to the visibility of RYCO, and of the UN PBF and the EU funded projects in particular, by preparing content for RYCO's external communication (pictures, videos, written contributions) in coordination with the team members in charge for visibility and project coordination;
- Performs other duties related to RYCO scope of work.

**Requirements:**

- At least two (2) years of demonstrated experience in CSO sector and understanding of project management;
- Excellent knowledge of MS Office;
- Experience and ability to work in intercultural environments;
- Good understanding of youth policy and youth work;
- Good understanding of the social/ political context of the Western Balkan region;
- Ability to simultaneously work on multiple tasks;
- Excellent Interpersonal and communication skills;
- Time management skills and ability to prioritize work;
- Excellent problem-solving ability;
- Highly motivated, responsible, self-directed, resourceful and flexible;
- Proficient command of English;
- Knowledge of Montenegrin is required, knowledge of other WB6 languages is an asset;
- Previous experience in youth, intercultural and reconciliation related projects will be an asset.

**Purpose of the Local Branch Office:**

As laid down in the RYCO Statute, the LBO's role is summarized as follows:

- Represents RYCO at the level of the Contracting Party, in coordination with the Head Office
- Implements the Strategic Plan and Operational Plans for the Contracting Party, in coordination with the Head Office
- Provides assistance in project application, implementation and reporting for Project Implementing Parties in the Contracting Party location
- Conducts follow-up activities and on-the-spot checks towards Project Implementing Parties in coordination with the Head Office
- Coordinates promotion, visibility and dissemination activities for the Contracting Party in coordination with the Head Office
- Produces and submit program, operational and financial reports to the Secretary General as set out in the Rules of Procedure

Interested and qualified candidates need to enclose the following documents to the application:

- [Application Form](#) (Please indicate in your Application Form the position you are applying for)
- CV ([Europass](#) CV format)
- Scanned copy of higher education degree
- Scanned passport copy
- One recommendation letter

The Application Form, the recommendation letter and the Europass CV must be in English.

Additional documents will be required for shortlisted candidates.

**Applications can be submitted by e-mail only.**

If you are interested to apply for this position and you fulfill all the criteria, please send your application containing all necessary documents by email to [recruitment@rycowb.org](mailto:recruitment@rycowb.org) no later than **9 June 2019**.

Only shortlisted candidates will be invited for interview.