

**Position:** Monitoring and Evaluation Coordinator on 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 Head Office, Tirana, Albania

**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 Monitoring and Evaluation (M&E) Coordinator will work under the supervision of the Program Officer and will be responsible for designing, supporting and strengthening RYCO monitoring and evaluation systems and practices, as well as generate evidence-based feedback for RYCO program design and project planning. In his/her work, the Monitoring and Evaluation Coordinator will communicate and coordinate regularly with the Project Leader, RYCO Local Branch Officers, RYCO Local Branch Office Program Assistants, Communication Officer and Assistant, RYCO Finance and Administration Officer and Finance and Administration Assistant. The Monitoring and Evaluation Coordinator ensures regular feedback collection from LBO Assistants based in the six RYCO Local Branch Offices and other project staff. On this basis, she/he is responsible for suggesting adaptations to project design and implementation. The M&E Coordinator, in collaboration with the Program Officer and Program Assistant, ensures that learning is shared across the organization and informs RYCO's activities and program development. All duties performed by Monitoring and Evaluation Coordinator will be in line with RYCO rules and procedures, as well as donor requirements.

**Main responsibilities:**

- Develops and roll-out an M&E methodology that allows RYCO to measure results of activities and their impact in view of RYCO's organizational goals; in particular, develop and roll-out of M&E tools for RYCO's beneficiaries are expected to be used to report on their results and impact;
- Accompanies and coordinates the implementation of the M&E methodology after its development and testing);
- Ensures that M&E is strongly factored into all future RYCO project proposals;
- Builds the capacities of RYCO staff to apply M&E developed tools, and mentors staff on application of these tools;
- Reviews and revises the M&E tools and methodology after the piloting phase, collects inputs and recommends future interventions;
- Ensures that M&E tools are tailored to the reporting requirements of the funding partners and facilitates the use of M&E data in reporting;
- Reviews reports to funding partners in order to ensure high quality;
- Supports project/program staff on capturing information, organizes and shares it across RYCO;
- Ensures effective mainstreaming of gender and diversity through means of M&E.

**Requirements:**

- Bachelor degree with minimum three (3) years of higher education in human, social, or political sciences or related field;
- At least five (5) years of experience in Monitoring and Evaluation (including development and roll-out of M&E methodologies) with international/regional/local governmental or non-governmental organizations;
- Experience in designing tools for data collection and analysis, as well as establishment of quality Monitoring and Evaluation system for organizations and projects;
- Good understanding of the Western Balkan Six context (social, economic and political environment);
- Experience and ability to work in intercultural environments;
- Good level of conceptual, strategic thinking;
- Good organizational, research, negotiation and analytical capabilities;
- Ability to identify, obtain and analyze information from a variety of sources;
- Results-oriented;
- Good analytical and computer skills;
- Proficiency in English;
- Knowledge of Albanian, Bosnian, Croatian, Macedonian, Montenegrin, Serbian and/or other local languages will be an asset;
- Previous experience in youth, intercultural and reconciliation related projects will be an asset;
- Previous experience/familiarity with UN agencies is desirable.

Interested and qualified candidates need to enclose 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
- Two written letters of recommendation

The Application Form, two letters of recommendation 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.