

Position: Project Coordinator on the project “*ROUTE WB6*”, supported by the Norwegian Agency for Development Cooperation (NORAD)

Work base: RYCO Head Office, Tirana, Albania

Starting date of the contract: August 2019

Duration of contract: 24 months

Status in RYCO: Project Staff

Background:

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

Job Description:

The Project Coordinator is a RYCO Project Staff with a principal focus on the delivery of the Project outcome and outputs. The Project Coordinator will work under the supervision of RYCO Program Officer and will be responsible for the implementation of project activities. The Project Coordinator ensures that outputs are delivered in accordance with the relevant implementation agreements and contracts and provides overall supervision and coordination of work to ensure the timely production of project outputs. The Project Coordinator is responsible to ensure that project partners and project staff are fully aware of the deliverables and expected outcomes of the Project, and contributing to them. In his/her work, the Project Coordinator will communicate and coordinate regularly with the RYCO Head Office, project partners in each of the WB6 Contracting Parties as well as the Local Branch Officers. All duties performed by the Project Coordinator will be in line with RYCO rules and procedures, as well as donor requirements.

Main responsibilities:

Coordination and implementation:

- Responsible for the overall project coordination in line with the project proposal and budget approved by donor;
- Ensures project implementation and coordination of the different components in order to maximize effectiveness, efficiency and use of funds for results;
- Leads and engages in the planning activities together with consortium partners in order to ensure and facilitate quality project deliverables;
- Coordinates implementation of project’s activities by ensuring adherence to agreed timetables and timely mobilization of required resources;
- Responsible for implementation of the activities from the project action plan which are assigned to RYCO;
- Communicates with the donor if needed and when required in order to ensure quality project implementation in the line with the donor’s and RYCO’s financial and administrative rules and procedures;
- Provides professional advice based upon his/her specific area of expertise that is relevant to the project activities’ goals and objectives.

Administration and procedures:

- Oversees all operational matters of implementation including financial management, administration and procurement and ensures that activities undertaken are adhered to RYCO and NORAD rules and regulations at all times;
- Ensures timely preparation and submission of required reports; perform other coordinating tasks as appropriate for the successful implementation of the project;
- Prepares progress, financial and ad-hoc reports as and when required, in accordance with existing contractual agreements.

Correlation and collaboration with the other project staff and RYCO's permanent staff:

- Maintains relations with consortium partners and ensures creation of the team spirit, ownership and commitment of the all consortium members during the project implementation;
- Supervises and guides Project Staff in ensuring the financial integrity of the Project with support of project based Finance Officer;
- Coordinates the Project Staff to achieve the project outputs within the specified period of time;
- Advises RYCO leadership on any required or recommended adjustments or modifications to project strategy or implementation plans;
- Ensures that project activities are implemented timely and that all RYCO staff is informed timely and accurately on project progress, challenges, intentions or strategy changes;

Partnership building and representation:

- Participates in meetings and forums with external stakeholders in order to ensure all partners and key institutional stakeholders are fully apprised of both the Project's progress and its challenges;
- Ensures sustainability of project's interventions through partnerships established with authorities and stakeholders at different levels;
- Maps and plans synergy actions with external stakeholders in consultation with the consortium members and project staff based in each of WB6;
- Participates at various project and topic related events in order to influence volunteering to become priority on the regional policy Agenda;
- Supports advocacy efforts of the consortium partners by representation at the various project events in the WB6 region.
- Establishment of the strategic partnerships with institutions and other stakeholders able to influence promotion of volunteering and reform of the current policies.

Quality Assurance:

- Facilitates expertise of the all consortium members in order to maximize effectiveness, deliver quality outputs and outcomes which will lead to the sustainable impact at regional level;
- Provides high quality project implementation which ensures ownership, commitment, effectiveness of the consortium's performance;

Monitoring and Evaluation:

- Establishes monitoring system following logical framework matrix;
- Supports external evaluator to collect data for the external evaluation;

Communication and Visibility:

- Works in close relation with the project based Communication and Visibility Officer and permanent RYCO staff in charge of the Visibility in order to follow donor's and RYCO's visibility rules and procedures;
- Ensure implementation of the project Communication and Visibility Plan;

Requirements:

- Bachelor degree with minimum three (3) years of higher education;
- At least five (5) years of project management experience in a complex multi-stakeholder environment;
- Proven experience as Project Manager/Project Leader or other managerial positions;
- Demonstrated leadership abilities and organizational capacity;
- Good understanding of the Western Balkan context (social, economic and political environment);
- Time management skills and ability to prioritize work;
- Results-oriented and process-oriented;
- Experience and ability to work in intercultural environments;
- Strong interpersonal and communication skills;
- Proficiency in English;
- Good analytical and computer skills;
- Previous experience in managing regional programs will be an asset;
- Knowledge of Albanian, Bosnian, Croatian, Macedonian, Montenegrin, Serbian and/or other local languages will be an asset;
- Previous experience in youth, intercultural, reconciliation and volunteering related projects will be an asset.
- Previous experience with policy reforms and advocacy will be an asset.

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, the 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 no later than **9 June 2019**.

Only shortlisted candidates will be invited for interview.