

Position: Project Leader 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 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 Project Leader is a RYCO Project Staff with a principal focus on the delivery of the Project outcome and outputs. The Project leader will work under the supervision of RYCO Program Officer and will be responsible for the implementation of the Project activities. The Project Leader 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. It is the Project Leader’s responsibility to ensure that Project Staff are fully aware of the imperatives of the Project. In his/her work, the Project Leader will communicate and coordinate regularly with the UNDP Albania, UNICEF Albania and UNFPA Albania. The Project Leader will be supported in his/her work by a project team, comprising of a Program Assistant, Monitoring and Evaluation Coordinator, Communication Assistant and Finance and Administration Assistant. All duties performed by the Project Leader Coordinator will be in line with RYCO rules and procedures, as well as donor requirements.

Main responsibilities:

Coordination and implementation:

- Responsible for an overall project implementation and activities of Project Staff in close consultation and coordination with their line managers;
- Ensures project implementation and coordination of the different components in order to maximize efficiency and funds’ use for results;
- Plans and coordinates implementation of Project’s activities by ensuring adherence to agreed timetables and timely mobilization of required resources;
- Supervises and coordinates the Project Staff to achieve the Project outputs within the specified period of time

Administration and procedures:

- Ensures that project activities are implemented in full accordance with UN agencies and that all RYCO staff is informed timely and accurately on project progress, challenges, intentions or strategy changes;
- Oversees working plans ensuring that undertaken activities adhere to RYCO and UNDP rules and regulations at all times;

- Prepares and ensures timely preparation and submission of required reports; performs other coordinating tasks as appropriate for the successful implementation of the Project;
- Prepares progress, financial and ad-hoc reports as and when required;
- Provides regular progress and financial reports in accordance with existing contractual agreements;

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

- Supervises and guides Project Staff in ensuring the financial integrity of the Project;

Partnership building and representation:

- Organizes, invites and 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 key stakeholders;
- Maintains close links with the Project beneficiaries and partners in order to be fully informed about the evolving Project context and thus to advise both the RYCO leadership and the Joint Program Steering Committee on any required or recommended adjustments or modifications to Project strategy or implementation plans;

Quality Assurance:

- Provides professional advice based upon his/her specific area of expertise that is relevant to the Project activities' goals and objectives.
- Performs other duties as and when required, in relation to the project implementation.

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 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);
- Experience and ability to work in intercultural environments;
- Previous experience in youth, intercultural and reconciliation related projects;
- Time management skills and ability to prioritize work;
- Results-oriented and process-oriented;
- Strong interpersonal and communication skills;
- 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/familiarity with UNDP or other 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, the letter 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.