

Position: Director of Programs

Work base: RYCO HO, Tirana, Albania

Expected date of the contract: October 2019

Duration of the contract: 3 years with possibility of extension

Status in RYCO: Core Staff

Background:

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

Job Description:

The Program Director manages all members of RYCO's program staff, ensuring the delivery of RYCO's programs at a consistent high level of quality, in line with guidance provided by RYCO's Governing Board and agreements made with funding partners, and in compliance with all applicable rules and regulations, thus contributing to the implementation of RYCO's Strategic Plan. . S/he upholds and continuously advances RYCO's programmatic and organisational excellence. S/he ensures that RYCO's program team performs with optimal effectiveness and at highest professional standards. S/he directly reports to the Secretary General and works in concert with the Director of Operations and the Deputy Secretary General to ensure optimal coordination and cooperation within RYCO, in compliance with RYCO policy. All duties performed by the Director of Programs must be in line with RYCO internal rules and procedures.

Main responsibilities:

- Supports the Secretary General in assessing RYCO's results and progress in view of the organizational goals set in RYCO's Strategy Plan; assists in developing, proposing, implementing, enforcing and evaluating internal programmatic guidelines and procedures, and in updating RYCO's Action Plan;
- Manages the team responsible for all aspects of RYCO's programs (current key programs with dedicated staff: grant-making with core funding, UN PBSO funding, EC funding and NORAD project on volunteering; plus programs with bilateral donors) in compliance with guidance provided by RYCO's Governing Board, agreements made with funding partners and applicable rules and procedures, and in line with RYCO's Strategy and Action Plan;
- Provides advice on the programmatic side to the Secretary General to design RYCO's resource mobilization and fundraising strategies, in concert with the Deputy Secretary General and the Director of Operations;
- Leads the team on planning and implementing of all aspects of the program cycle and provides substantive inputs to the Director of Operations for the preparation of regular resource updates and the preparation of an annual budget;
- Uses RYCO's *Management by Objectives* system to assess, support and advance the performance of the team members;
- Works in concert with the Director of Operations to facilitate the programmatic, legislative and financial integrity of the organization, and ensures that RYCO functions to the highest standards of professional ethics;

- Directly supervises the Program Manager and ensures that all programs are implemented at highest quality standards and providing RYCO with the necessary data to measure its impact through measures of M&E;
- Directly supervises the Communication and Visibility Officer and ensures that RYCO's activities in this regard reflect RYCO's values, priorities and key messages and thereby advance RYCO's mission;
- Directly supervises the M&E Coordinator and ensures that RYCO's monitoring and evaluation system is developed and implemented, in concert with all program staff members concerned; Directly supervises the Grants Officer and ensures that all grant-making activities adhere to the same standards and effectively deliver RYCO's mandate and Strategic Plan;
- Directly supervises the Heads of LBOs and ensures that all RYCO Local Branch Offices are held to the same standards and deliver their duties at high quality levels and in line with RYCO's Strategic Plan and Action Plan;
- Prepares the annual reports on programs and grant-making;
- Validates all programmatic documents before submitting them to the Secretary General and Deputy Secretary General.

Requirements:

- Nationality of one of the RYCO Contracting Parties;
- Bachelor degree in humanities, social or political sciences or related field;
- At least five years of professional experience in senior program management positions of International/Regional/ Governmental or Non-governmental organizations;
- Experience with managing large scale projects focusing on youth, intercultural understanding and reconciliation will be an asset;
- Good understanding of WB 6 context (political, socio-economic, regional cooperation, inter-ethnic relations etc.);
- Excellent level of conceptual and strategic thinking, paired with proven ability to translate analysis into programmatic goals, activities and M&E measures;
- Demonstrated ability to work in intercultural environment;
- Strong interpersonal and communication skills with experience in managing diverse teams and large programs;
- Excellent drafting and presentation skills, and proficiency in English;
- Knowledge of Albanian, Bosnian, Croatian, Macedonian, Montenegrin or Serbian would be an asset;
- Excellent knowledge of MS Office;
- Familiarity with UN and EU funding and major bilateral donors is highly desirable.

Interested and qualified candidates need to enclose following documents:

- RYCO application form (Indicating the position for which you are applying for)
- CV (Europass CV format)
- Scanned copy of higher education degree
- Scanned passport copy
- Two recommendation letters

RYCO application form, the recommendation letters and the Europass CV must be in English. Additional documents will be required for shortlisted candidates.

Applications can be submitted by e-mail only to recruitment@rycowb.org no later than 20 September 2019.

Only shortlisted candidates will be notified on the next selection steps.