

Position: Project Coordinator on the project “WB6 Lab” co-financed by the AFD – French Development Agency and RYCO

Work base: RYCO Head Office, Tirana, Albania

Deadline for applications: 14 February 2020

Expected beginning of the contract: April 2020

Duration of the contract: 29 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 predefined Project outcome and outputs. The Project Coordinator will work under the supervision of RYCO Program Manager 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 will work in close collaboration with SEEYN Project Manager, GROUPE SOS Pulse Project Manager and with GROUPE SOS Pulse Project Coordinator, as well as with RYCO Finance Manager, Communication & Visibility Officer, and RYCO Local Branch Offices. 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:

- Ensure project implementation and coordination of the different components in order to maximize efficiency and funds' use for results;
- Plan and coordinate implementation of Project's activities by ensuring adherence to agreed timetables and required resources (Create and develop the mentorship Network, support the Local Structures activities and the mobility of Social Entrepreneurs);
- Monitor the support program;
- Create and develop the mentorship Network, support the Local Structures activities and the mobility of Social Entrepreneurs;
- Organise the Regional Closing event in Albania.

Administration and procedures

- Ensure that project activities are implemented in full accordance with RYCO and GROUPE SOS Pulse regulations, agreed project timeline and that all Project consortium and RYCO staff are informed timely and accurately on the project progress, challenges, intentions or strategy changes;
- Ensure timely preparation and submission of required reports; perform other coordinating tasks as appropriate for the successful implementation of the Project;
- Prepare progress, financial and ad-hoc reports as and when required;

Partnership building and representation

- Organize and participate in meetings and forums with stakeholders in order to ensure all partners and key institutional stakeholders are fully informed of both the Project's progress and its challenges;
- Ensure sustainability of Project's interventions through partnerships established with key stakeholders/ Develop the network of technical or financial partners.
- Maintain 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 on any required or recommended adjustments or modifications to Project strategy or implementation plans;
- Perform 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/coordination experience in a complex multi-stakeholder environment;
- Proven experience as Project Manager/Project Leader/Project Coordinator or other managerial positions;
- Good understanding of Western Balkan context (social, economic and political environment);
- Demonstrated experience with/in the youth employment, social entrepreneurship and social economy;
- Experience in AFD funds management will be an asset;
- Familiarity/experience with/in youth policy in the WB6 will be seen as an asset;
- Experience and ability to work in intercultural environments;
- Demonstrated leadership abilities and organizational capacity;
- Strong interpersonal and communication skills;
- Time management skills and ability to prioritize work;
- Results-oriented;
- Good analytical and computer skills;
- Excellent command of English;

- Knowledge of Albanian, Bosnian, Croatian, Macedonian, Montenegrin, Serbian and/or other local languages will be an asset;
- Good knowledge of the French language will be an advantage or asset
- Previous experience in youth, intercultural and reconciliation related projects will be an asset.

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
- 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 fulfil all the criteria, please send your application containing all necessary documents by email to recruitment@rycowb.org no later than 14 February 2020. Only shortlisted candidates will be invited for interview.