

Position: Program Assistant 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: April 2020

Duration of contract: until December 2020 with possibility of extension depending on financial resources

Status in RYCO: Project Staff

Background:

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

Job Description:

The Program Assistant will work under the supervision of RYCO Program Manager. Her/his principal role is to support the processes of building an efficient program. She/he also supports RYCO’s strategic partnerships and collaboration with key national and international stakeholders. All duties performed by the Program Assistant will be in line with RYCO rules and procedures, as well as donor requirements.

Main responsibilities:

- Ensures all administrative requirements related to the funding partners are met;
- Contributes to effective and efficient processes related to project implementation;
- Ensures that work plans, compliance and reporting procedures are respected;
- In cooperation and coordination with other RYCO staff and particularly the Monitoring and Evaluation Coordinator, conducts research, gathers, collates and records data from multiple sources on RYCO relevant themes and regional developments;
- In coordination with other RYCO staff and particularly the Monitoring and Evaluation Coordinator, gathers and records learning from RYCO’s programming experience and compiles such documentation into accessible and useable knowledge products for all RYCO staff;
- Composes, edits and collates program-related correspondence under the guidance of the Program Manager

Requirements:

- Bachelor degree with minimum three (3) years of higher education in human, social, or political sciences or related field;
- At least three (3) years of proven experience in the implementation of project/program activities, ideally in roles related to program support and organizational learning;
- General understanding of the Western Balkan context (social, economic and political environment);
- Experience and ability to work in intercultural environments;
- Strong interpersonal and communication skills;
- Demonstrated coordination skills;
- Ability to prioritize work;
- Highly motivated, responsible, self-directed, resourceful and flexible;
- Able to manage workload and meet deadlines;

- 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.

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
- One written recommendation letter

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 **3 March 2020**.

Only shortlisted candidates will be invited for interview.