

Position: Project Coordinator on the project “ROUTE WB6”, supported by the Norwegian Ministry of Foreign Affairs (NMFA)

Work base: RYCO Head Office, Tirana, Albania

Starting date of the contract: August 2019

Duration of contract: 21 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 Regional Project Coordinator will work under the supervision of RYCO Program Manager and will be responsible for the implementation of project activities. The Regional 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. It is the Regional Coordinator’s responsibility 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 Regional Coordinator will communicate and coordinate regularly with RYCO Head Office, project partners in each of the WB6 CP as well as Local Branch Officers. All duties performed by Regional 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 the line with the project proposal and budget approved by donor;
- Ensure project implementation and coordination of the different components in order to maximize effectiveness, efficiency and use of funds for results;
- Lead and engage in the planning activities together with consortium partners in order to ensure and facilitate quality project deliverables;
- Coordinate implementation of projects’ 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;
- Communicate 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;
- Provide professional advice based upon his/her specific area of expertise that is relevant to the project activities’ goals and objectives.

Administration and procedures:

- Ensure that all activities are undertaken adhered to RYCO and NMFA rules and procedures.
- Assess project risks and issues and provide solutions where applicable.
- Ensure timely preparation and submission of required narrative reports and validate financial reports in accordance with existing contractual agreements.
- Perform other coordinating tasks as appropriate for the successful implementation of the project;

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

- Maintain relations with consortium partners and ensure creation of the team spirit, ownership and commitment of the all consortium members during the project implementation;
- Supervise and guide Project staff in ensuring the financial integrity of the Project with support of project based Finance Officer;
- Coordinate the Project staff to achieve the project outputs within the specified period of time;
- To advise RYCO leadership on any required or recommended adjustments or modifications to project strategy or implementation plans;
- Ensure 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:

- Participate 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;
- Ensure sustainability of projects' interventions through partnerships established with authorities and stakeholders at different levels;
- Map and plan synergy actions with external stakeholders in consultation with the consortium members and project staff based in each of WB6;
- Participate at various project and topic related events in order to influence volunteering to become priority on the regional policy Agenda;
- Support advocacy efforts of the consortium partners by representation at the various project events in 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:

- Facilitate 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;
- Provide high quality project implementation which ensures ownership, commitment, effectiveness of the consortium's performance;

Monitoring and Evaluation:

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

Communication and Visibility:

- Work 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 Coordinator or other managerial positions;
- Demonstrated leadership abilities and organizational capacity;
- Good understanding of 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
- 2 (two) written letters of recommendation

The Letter of interest, the 2 (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 21 February 2020. Only shortlisted candidates will be invited for interview.