

**Position:** Program Manager

**Reports to:** Program Director

**Direct reports (Subordinates):** relevant project staff

**Essential horizontal (non-management) relationships:** Heads of LBOs, Grants Officer, Communication and Visibility Officer, relevant project staff

**Work base:** RYCO HO, Tirana, Albania

**Contract Duration:** 6 months with the possibility of extension for additional 6 months

**Expected beginning of the contract:** May 2020

**Status in RYCO:** Core Staff (temporary vacancy)

### **Background:**

RYCO is an intergovernmental organisation that stewards and promotes regional, cross-border and intercultural cooperation within and among its six Western Balkans (WB) 6 contracting parties. The Agreement on establishment of RYCO was signed by the WB 6 Contracting Parties Prime Ministers on WB Summit held in Paris, on 4 July 2016, within the Berlin Process. RYCO's unique governance system brings together government and civil society representatives to ensure young people are represented at all levels within the organisation. Its Local Branch Offices ensure RYCO is represented in all the six Contracting Parties, while its Head Office is the organisational hub situated in Tirana.

### **Programme Mission:**

RYCO's programme focuses on creating opportunities for young people to engage in activities that build mutual understanding and reconciliation in the civic, social, educational, cultural and sports domains. RYCO initiates and participates in policy making and advocates for reform. It supports the development of a political and social environment that empowers and facilitates youth exchange. In pursuing its mission, RYCO will demonstrate its commitment to human rights, human dignity and the building of peace based on mutual respect and trust.

RYCO's programming is boosting the competencies of young people, civil society and schools in the region. RYCO is funding initiatives that connect schools and Civil Society Organisations in the region. It invigorates and enhances constructive dialogue. It enables and stimulates intercultural learning and builds mutual understanding. These non-formal education investments are strengthening the competences of young people and encouraging their active citizenship. RYCO supports Civil Society Organisations, schools, and other partners to provide youth from the region with training and cooperation opportunities. The organisation is working closely with partners to assist them in building effective and enduring relations of confidence and cooperation between governments and civil society, and to encourage and foster their capacity to support youth exchange investments.

### **Job Description:**

The Program Manager works under the guidance of Program Director on setting the programmatic objectives of RYCO to be achieved through RYCO projects and grant-making activities, and in line with the RYCO Strategic Plan (2019-2021), in regards to the upholding the RYCO institutional and organisational excellence, supporting regional cooperation, mobility and exchange and contributing to the enabling regional social and political environment for promotion of youth cooperation. S/he is also in charge of the conceptualization and implementation of capacity building activities for RYCO staff and grantees. Program Manager provides key substantive inputs to Heads of LBOs and Grants Officer in order to ensure that all projects implemented under the RYCO auspices are fully in line with RYCO mission and objectives.

All duties performed by Program Manager must be in line with RYCO internal rules and procedures.

## **Main responsibilities:**

- Supports design and formulation of programs within the area of responsibility, translating priorities into concrete program activities;
- Conducts all background and thematic research in order to provide substantive material to the Program Director during the process of setting the programmatic objectives of RYCO;
- Assists Program Director, and if needed Secretary General and Deputy Secretary General, in coordinating development and ensuring implementation of RYCO Strategic Plan and Annual Action Plans;
- Conducts researches of the youth situation in WB6 Contracting Parties;
- Prepares inputs for reporting, consolidation and review of quarterly, annual and other program reports;
- Supports creation of strategic partnerships and collaboration with the key national and international stakeholders;
- Analysis and research of information on donors, preparation of substantive briefs on possible areas of cooperation;
- Identifies the sources of information related to policy-driven and project management issues;
- Identifies and synthesizes best practices and lessons learned directly linked to programs, national and regional youth policies;
- Defines the output and impact indicators for RYCO grant-making activities in concert with Program Director;
- Implements RYCO Monitoring & Evaluation system, in close collaboration with M&E Coordinator and in concert with Program Director;
- Manages all capacity building activities for RYCO and the staff of the grantees in order to ensure their full awareness on the core topics under the RYCO mandate;
- Provides substantive inputs to the Grants Officer vis-à-vis assessment of the grant proposals and their correspondence with the RYCO objectives;
- Works in concert with Grants Officer and act as the quality control of all substantive products of the grants (reports, official standpoints) and thus ensuring coherence with the RYCO mandate and objectives;
- Ensures a balanced participation of youth in RYCO grant making activities;
- Drafts regular programmatic reports on RYCO activities;
- Travel throughout the WB region, as needed, to monitor projects and organizations funded by RYCO grant programs and implemented by the LBOs;
- Works in concert with the Communication and Visibility Officer and Heads of LBOs to ensure proper media presentation and media outreach of all projects supported by RYCO;
- Reviews LBOs activity reports;
- Cooperates with Heads of LBOs to ensure proper correspondence of implementation of LBOs activities with the RYCO objectives;
- Performs other related duties as assigned.

## **Requirements:**

- Nationality of one of the WB 6 Contracting Parties;
- Knowledge on the best international standards and regional policies and laws governing the areas under the programmatic focus of RYCO;
- At least five years of professional experience in managerial positions with International/Regional/Governmental or Non-governmental organizations working in the areas under the programmatic focus of RYCO;

- Good understanding of WB 6 Contracting Parties context (political, socio-economic, regional cooperation, etc.);
- Minimum five years of experience in youth cooperation and exchange as well as other relevant youth programs;
- Thorough understanding of project/program management techniques and methods;
- Experience and ability to work in intercultural environments;
- Good level of conceptual, strategic thinking;
- Good organizational, research, negotiation and analytical capabilities;
- Ability to identify, obtain and analyse information from a variety of sources;
- Results-oriented;
- Proficiency in English;
- Knowledge of Albanian, Bosnian, Croatian, Macedonian, Montenegrin and/or Serbian would be an asset;
- Good analytical and computer skills;
- Bachelor degree in humanities, social or political sciences, management or related field;
- Previous experience with program/project management and/or coordination in large scale projects focusing on youth, intercultural and reconciliation related projects will be an asset;
- Previous experience/familiarity with UN agencies, EU funded projects and major bilateral donors 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 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](mailto:recruitment@rycowb.org) no later than **14 April 2020** not later than 05:00PM (CET).

Only shortlisted candidates will be invited for interview.