

Terms of Reference

Position: Mentorship Coordinator

Work base: RYCO Local Branch Office (LBO) in Montenegro, Podgorica

Contract duration: January-September 2021 (with possibility for extension)

Expected beginning of the contract: January 2021

Status in RYCO: Project Staff

Supported by: The Ministry of Foreign Affairs of the Republic of Poland

Background

RYCO is an intergovernmental organization 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 WB6 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 organization. RYCO is represented in all the six Contracting Parties through the Local Branch Offices, while its Head Office is the organizational hub situated in Tirana.

Job Description:

The Mentorship Coordinator will provide support to Local Branch Office in Montenegro in implementation of the RYCO program and current projects activities. S/he shall be in charge to consult on daily issues, as well as to oversee the day to day project and LBO tasks in a proactive way. The Mentorship Coordinator should be highly organized, solution oriented and tech-savvy. S/he works under the direct supervision of the Head of Local Branch Office in Montenegro.

Main responsibilities:

- Assists the Head of LBO Montenegro in the implementation of the RYCO projects, supporting in communication with project partners and beneficiaries, monitoring and reporting, in the organization of key activities;
- Assists the Head of Local Branch Offices in WB6 as necessary in implementing program activities, in order to meet all the key requirements and goals set by the Strategic Plan and action plans of RYCO;
- Conducts administrative and technical tasks;
- Assists the Head of Local Branch Office in planning and implementation of activities in all phases of the RYCO;
- Collects general information related to the scope of work of RYCO (reports, publications, researches, strategic documents) and prepares materials as input for the design of RYCO program activities, and contribute to the visibility of RYCO, preparing content for RYCO's external communication (pictures, videos, written contributions) in coordination with the team members in charge for visibility and project coordination;
- Performs other duties related to RYCO scope of work.

Requirements:

- Bachelor degree with minimum three (3) years of higher education;
- At least two (2) years of demonstrated experience in CSO sector and understanding of project management;
- Previous experience with grant making in WB6 is a plus;
- Excellent knowledge of MS Office;
- Experience and ability to work in intercultural environments;
- Good understanding of youth policy and youth work;
- Good understanding of the social/ political context of the Western Balkan region;
- Ability to simultaneously work on multiple tasks;
- Excellent Interpersonal and communication skills;
- Time management skills and ability to prioritize work;
- Excellent problem-solving ability;
- Highly motivated, responsible, self-directed, resourceful and flexible;
- Proficient command of English;
- Previous experience in youth, intercultural and reconciliation related projects 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;
- One written recommendation letter.

The Application Form, the recommendation letter 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 8 January 2021.