



Terms of Reference

Position: Outreach and Youth Info Platform Specialist

Work base: RYCO Head Office

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 Outreach and Youth Info Platform Specialist will coordinate the implementation of the advocacy project "Better Future Starts with Youth". The project will support development of new youth info platform (through consultations with youth and youth organizations, young journalists and students of journalism), organization of six launching events and six briefings with journalists in WB6, training program for group of students of journalism from six universities and promotional campaign. In addition to that, Project Coordinator will take part in other organizational developmental processes like in development of Communication Strategy, RYCO Annual Planning etc.

Main responsibilities:

- Finalization and preparation of report of campaign Better region starts with youth;
- Preparation of project proposal for youth digital platform;
- Coordination of development of youth digital platform (concept design, ToR for IT company, managing the process of development, action plan for further implementation, daily management of platform);
- Organization and coordination of training program for students of journalism in WB6;
- Additional support for communication unit in development and implementation of Communication Strategy;
- Securing full visibility of the project according to RYCO guidelines and in cooperation with Communication Officer;

- Close cooperation with Director of Programs, Program Manager and Local Branch Offices and managing work of Project Assistant on daily basis;
- Taking part in other organizational developmental processes like in development of Communication Strategy, RYCO Annual Planning etc;
- Performs other duties related to RYCO scope of work.

Requirements:

- Advanced university degree in Communication, Social Sciences, Social/Public Policy, Social Work or any other relevant discipline;
- At least five (5) years of demonstrated experience in public relations, media and communications and in leading projects roles;
- Experience in event management and organization of promotional campaigns;
- 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 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 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 2020.