



**Position:** Local Branch Office Program Assistant on the project "Enhancing Youth Cooperation and Youth Exchange in the Western Balkans 6" supported by the European Union (EU)

**Work base:** RYCO Local Branch Office in Serbia, Belgrade, Serbia

**Expected beginning of the contract:** April 2021

**Duration of the contract:** 9 months

**Status in RYCO:** Project Staff

**Job Description:**

The Local Branch Office Program Assistant will assist the Head of Local Branch Office in Serbia and the Project Coordinator in RYCO's Head Office in Tirana in the implementation of the "Enhancing Youth Cooperation and Youth Exchange in the Western Balkan 6" project. Her/his principal role is to assure the provision of support and assistance to the Local Branch Office in all aspects of its functions, with a particular emphasis on quality assurance for the EU funded activities. The LBO Program Assistant is accountable to the respective Head of Local Branch Office. All duties performed by the LBO Program Assistant will be in line with RYCO rules and procedures, as well as donor requirements.

**Main responsibilities:**

- Assists the Head of Local Branch Office in implementing program activities of the Office, in order to meet all key requirements and goals set by the Strategic Plan and action plans of RYCO;
- Assists the Head of Local Branch Office in preparing annual and periodical reports to the RYCO Head Office for program and financial operations – in line with annual action plans and annual budgets and in accordance with internal rules and procedures;
- Conducts administrative and technical tasks;
- Organizes archiving of necessary financial and program documentation;
- Assists the Head of Local Branch Office in planning and implementation of activities in all phases of the RYCO grant schemes in accordance with internal rules and procedures;
- Supports applicants with all necessary information during the application process in line with internal rules and procedures;
- Monitors the implementation of supported projects during the project implementation phase, including monitoring of the financial reporting of the projects;
- 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 by 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:

- At least two (2) years of demonstrated experience in CSO sector and understanding of project management;
- Experience and ability to work in intercultural environments;
- Previous experience in youth, intercultural and reconciliation related projects will be an asset;
- 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;
- Knowledge of Serbian is required, knowledge of other WB6 languages is an asset;
- Excellent knowledge of MS Office.

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 may 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 **26 February 2021**.

Only shortlisted candidates will be invited for an interview.