



Implemented by



Job code: PC/WB6

Position: Program Coordinator

Work base: RYCO Head Office, Tirana, Albania

Expected beginning of the contract: June 2021

Project duration: Three (3) years

Duration of the contract: 12 months, with the possibility of extension as per the project duration

Status in RYCO: Project Staff

Background:

RYCO has entered a multi-donor partnership jointly co-financed by the European Union and the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

The project contributes to the overall objective of increasing skills and knowledge of young people in the Western Balkans by enhancing education systems and promoting cooperation in the region through the specific objective of strengthening capacities of RYCO and establishing a regional school exchange scheme. For more detailed information, please click [here](#).

Job Description:

The Program Coordinator is a RYCO Project Staff with a principal focus on the delivery of the predefined Project Outputs two (2) and three (3). The Program Coordinator will work under the supervision of the Project Leader. He/she will be responsible for the implementation of Project activities under Outputs two (2) "Establishment of regional cooperation on youth exchange among RYCO/ Ministries of Education" and three (3) "Implementation of School Partnership Scheme (SPS)". In close collaboration with GIZ, the Project Leader and the project team (GO, CO and LBOs), the Project Coordinator ensures that programmatic elements of the project 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 Project Coordinator's responsibility to ensure that all Project Staff are fully aware of the imperatives of the Project. The Project Coordinator will be supported in his/her work by a project team in the RYCO Head Office and in the Local Branch Offices situated in the Western Balkans contracting parties. All duties performed by the Project Coordinator will be in line with RYCO rules and procedures, as well as donor requirements.

Main responsibilities:

Project implementation:

- Manage, monitor and evaluate implementation of the different project components (special focus on Output 2 and Output 3 and programmatic parts of Output 1), with support from the Project Team and direct Supervisor;
- Support Project Leader in the coordination of the project and liaise with local/regional education authorities, schools and other actors on all education related program activities;

- ❑ Coordinate and liaise with the Project Leader on the implementation progress of Output 2 and 3;
- ❑ Advise the Project Leader of any deviations from the plan and update plans;
- ❑ Work closely with the Project Leader to identify any deviations from the plan, manage risks and update plans accordingly;
- ❑ Support the Project Leader with programmatic expertise in drafting ToR for selection of service providers;
- ❑ Monitor project budget and financial expenditure and all administrative procedures in line with the work-plan;
- ❑ Day-to-day management and supervision of a team of local project staff, including recruitment, staff evaluation, and on-the-job orientation and training;
- ❑ Coordinates programmatic support to project grant scheme in close cooperation with Grant Unit staff, LBOs and external experts (pool of mentors, pool of assessors);
- ❑ Contribute to expertise in development of all program methodologies, tools and activities in the Project (regional conference, national closing ceremony, training sessions, youth summer camp etc.);
- ❑ Supports development of project grant scheme (including online platform) and new Research, Evaluation and Learning Unit;
- ❑ Performs other duties related to RYCO scope of work, as required.

Project monitoring and reporting:

- ❑ Provide substantive inputs to assist the Project Leader in the preparation of project reports and documents, ensure compliance with contractual obligations and RYCO and the donor policies, processes and procedures;
- ❑ Maintain records of project files and other supporting documents;

Partnership building and representation:

- ❑ Support the coordination and management of communications in cooperation with Digital Platform and Communication Officer and CVO;
- ❑ Liaise and build relationships with all the stakeholders for the purposes of facilitating activities and improving the quality and relevance of information analysis;
- ❑ Maintains close links with the Project beneficiaries and partners in order to be fully informed about the evolving Project context and thus to advise both the RYCO leadership and the Joint Program Steering Committee on any required or recommended adjustments or modifications to Project strategy or implementation plans;

Requirements:

- ❑ Nationality of one of the WB 6 Contracting Parties;
- ❑ Bachelor degree with minimum three (3) years of higher education in Communication, Social Sciences, Social/Public Policy, Social Work or any other relevant discipline;
- ❑ At least five (5) years of project management experience in a complex multi-stakeholder environment;
- ❑ Proven experience as Project Coordinator or other similar positions;
- ❑ Demonstrated leadership abilities and organizational capacity;
- ❑ Good understanding of the Western Balkan context (social, economic and political environment);
- ❑ Experience and ability to work in intercultural environments;
- ❑ Previous experience in youth, intercultural and reconciliation related projects;
- ❑ Proven leadership skills and ability to delegate effectively;
- ❑ Resilient and able to make important decisions under pressure;
- ❑ Time management skills and ability to prioritize work;

- Results-oriented and process-oriented;
- Strong interpersonal and communication skills;
- Excellent analytical and computer skills;
- Proficiency in English;
- Knowledge of one official WB6 language is a must, while knowledge of other additional languages in the WB6 is 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;
- Two 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.

Should you be 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 May 2021**.

The recruitment process consists of a written assignment and one interview. Only the shortlisted candidates will be invited to take the written assignment and afterwards invited for an interview.