



Implemented by



Job code: OC1/WB6

Position: Operations Coordinator

Work base: RYCO Head Office, Tirana, Albania

Expected beginning of the contract: September 2021

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 Project Operations Coordinator is a RYCO Project Staff with a principal focus on the coordination of output no 1 “Improving the institutional and organisational capacities of RYCO to manage regional cooperation projects” and coordination of RYCO Operations activities. The Operations Coordinator will work under the supervision of the Director of Operations and in close collaboration with Project Leader related to the project output 1. He/she will support the Director of Operations to develop, implement, monitor and evaluate RYCO internal policies and procedures, as well as team management. All duties performed by the Operations Coordinator will be in line with RYCO rules and procedures, as well as donor requirements.

Main responsibilities:

- Support Project Leader in the implementation of output no 1 as well as ensure that the RYCO team is updated on a regular basis on the imperatives and deliverables of this output.
- Contribute in preparing project plans (output no 1) as well as its monitoring and reporting;
- Ensure project plans (output no 1) are met and its implementation is in compliance with RYCO rules and procedures as well as donor requirements;
- Advise the Director of Operations and Project Leader of any deviations from the plan and update plans;
- Organize, attend, and participate in stakeholder meetings in close collaboration with Project Leader and Director of Operations;
- Ensure output no. 1 adheres to frameworks and all documentation is maintained appropriately;
- Contribute to the assessment of project risks and provide solutions where applicable
- Contribute in monitoring project/output no 1 budget and financial expenditure and all administrative procedures in line with the work-plan;

Contribute to the dissemination and sharing of best practices and lessons learned for planning and knowledge building;
Liaise and build relationships with the stakeholders for the purposes of facilitating activities and improving the quality and relevance of output no 1;
Support Director of Operations for the coordination and implementation RYCO operations activities including strategic plans, annual plans and policies etc
Performs other duties related to RYCO scope of work, as required by Director of Operations

Requirements:

Nationality of one of the WB 6 Contracting Parties;
Bachelor degree with minimum three (3) years of higher education in business administration, Financial Management, Management, Project Management or related field;
At least five (5) years of experience in project management and/or in coordination of Operations activities in a complex multi-stakeholder environment;
Proven experience as Project Manager, Finance Manager and/or other managerial positions preferable gained in managing organization development components;
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 letters.

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 email only.

Should you be interested in applying 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 **06.09.2021**.

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.