



**Position:** Head of Local Branch Office (LBO)

**Work base:** Local Branch Office, Sarajevo, Bosnia and Herzegovina

**Contract duration:** Three years, with the possibility of extension

**Expected employment start date:** November 2021

**Application deadline:** 07.10 2021, at 17:00 Central European Time (CET).

**Background:**

For the background, please click [here](#).

**Job Description:**

Head of LBO organizes the work of the Local Branch Office, coordinates and implements program activities, follows other RYCO projects and supports Secretariat Head Office in everyday activities, in the overall operating framework of RYCO Strategic Plan (2019-2021), in regards to the upholding the RYCO institutional and organizational excellence, supporting regional cooperation, mobility and exchange and contributing to the enabling regional social and political environment for promotion of youth cooperation. S/he works under the guidance of Program Director on implementing the country level programmatic activities in line with RYCO mandate and objectives. S/he represents RYCO on the national level, and under the guidance of Secretary General communicates RYCO mandate and objectives with the main national public and civil sector counterparts.

All duties performed by Head of LBO must be in line with RYCO internal rules and procedures.

***Main responsibilities:***

- Conducts and coordinates all activities of the LBO;
- Works under the guidance of the Secretary General when it comes to the political aspects of RYCO works in relations with the host contracting party institutions and key stakeholders;
- Receives guidance from Program Director when it comes to programme and works with Director of Operations in regards to the financial and administrative segments;
- Carries out programmatic work under the oversight of the Program Director and through direct coordination with the Program Manager;
- Cooperates with Program Manager to align implementation of LBOs activities with the Strategic objectives of RYCO;
- Creates annual LBO activity plans in direct cooperation with Program Manager and submits them to Program Director for approval;
- Submits annual and periodical activity reports to the Program Manager for review and comments, and to Program Director for approval, in line with the planned schedule and in accordance with Internal Rules and Procedures;
- Works together with the Director of Operations in order to ensure compliance with the RYCO financial and administrative standards;

- Manages human resources at the LBO (volunteers, interns, assistants) – assigns tasks and monitors the implementation of tasks and work of all associates, including the external consultants;
- Coordinates and implements program activities of LB Office, as well as activities on meeting all the key requirements and goals set by Strategic plan and Action plans;
- Collects general information related to the scope of work of RYCO (reports, publications, researches, strategic documents) and prepares material as input for RYCO Secretariat for the design of program activities;
- Participates in the design and implementation of regional RYCO activities, especially in the transfer of knowledge and experience among LBOs in all of WB6 Contracting Parties;
- Cooperates with the media and keeps a track of media coverage of RYCO activities and topics of relevance to the RYCO;
- Promotes the work of RYCO in media, both specific thematic activities and activities related to the general work at the local and regional level;
- Organizes public events - promotional - info events (press conferences, street events);
- Participates and attends events that are of importance for the scope of work of RYCO, as a participant, or guest panelist;
- Participates in the design and creation of content that will be used for web pages and accounts on social networks (Facebook, Twitter, Instagram) - based on the activities implemented by the LBOs;
- Ensures balanced participation of youth in RYCO grant making activities;
- Conducts background inquiries and research (due diligence) regarding the high scoring applicants to RYCO calls;
- Drafts regular programmatic reports on LBO activities;
- Works in concert with the Communication and Visibility Officer to ensure proper media presentation and media outreach of all projects supported by RYCO;
- Works together with Grants Officer to avoid overlap of projects and grants, exchange information and good practices and coordinate synergy;
- Performs other related duties as assigned

### ***Skills and Competencies***

- Bachelor degree in humanities, social or political sciences, management or related field;
- At least three years of professional experience in the area of youth policy with International/Regional/Governmental or Non-governmental organizations working in the areas under the programmatic focus of RYCO;
- Minimum three years of experience in youth exchange and other youth programs;
- Previous experience with project management in the areas of youth, intercultural and reconciliation related projects will be an asset;
- Previous experience/familiarity with UN agencies, EU funded projects and major bilateral Donors is desirable;
- Knowledge on the best international standards and national policies and laws governing the areas under the programmatic focus of RYCO;
- Knowledge of performance evaluation and change management principles;

- Good understanding of national context (political, socio-economic, regional cooperation, etc.);
- Thorough understanding of project/program management techniques and methods;
- Experience and ability to work in intercultural environment;
- Good level of conceptual, strategic thinking;
- Organizational, research, negotiation and analytical capabilities;
- Ability to identify, obtain and analyze information from a variety of sources;
- Results-oriented;
- Excellent knowledge of MS Office;
- Proficiency in English
- Knowledge of Albanian, North Macedonian, Croatian, Montenegrin or Serbian would be an asset.

### ***How to apply***

Interested and qualified candidates need to enclose the following documents to the application:

- [Application Form](#);
- CV ([Europass](#) CV format);
- Scanned copy of higher education degree;
- Scanned passport copy;
- Criminal record certificate;
- Two recommendation letters.

The application form, recommendation letters and Europass CV must be submitted in English language. The copy of higher education degree and the criminal record certificate should be provided with a certified translation into English. The application package should be exclusively submitted in an electronic format to the following e-mail address: [recruitment@rycowb.org](mailto:recruitment@rycowb.org) no later 07.10. 2021 at 17:00 CET. In the subject line of your email please state you are applying for the position of Head of Local Branch Office in Bosnia and Herzegovina.

Applications received after the given deadline as well as those not accompanied by the necessary documents will not be considered.

Candidates should be available for interviews during October 2021. Only shortlisted candidates will be contacted for the interview phase.

### ***Disclaimer:***

*RYCO is an equal opportunity employer and welcomes the applications of all qualified candidates irrespective of their race or ethnic origin, opinions or beliefs, gender, sexual orientation, health or disabilities. RYCO reserves the right to cancel the recruitment process. In no event shall the RYCO be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of the recruitment process.*