



Position:	Local Program Assistant
Vacancy ref:	HR063
Work base:	RYCO Local Branch Office in Tirana, Albania
Contract duration:	9 months, with the possibility of extension
Expected start:	March 2022
Project duration:	30-Nov-2022
Application deadline:	11-Mar-2022
Hours:	Full time with 40 hours per week Monday through Friday
Gross Salary Range:	From 1000 up to 1100 EUR per month

About RYCO:

Regional Youth Cooperation Office (RYCO) is an independently functioning institutional mechanism, founded by the Western Balkans 6 participants (WB6): Albania, Bosnia and Herzegovina, Kosovo*, Montenegro, North Macedonia and Serbia, aiming to promote the spirit of reconciliation and cooperation between the youth in the region through youth exchange programs. The Agreement on the Establishment of RYCO was signed by the WB 6 Prime Ministers at the WB Summit held in Paris, on 4 July 2016. Please click [here](#) for more information.

Job Description:

The Local Program Assistant is a member of the Program Department. Her/his principal focus is to support the Local Branch Office in Albania and to provide assistance in the implementation of the EU-WB-SI project by providing support towards the integration of WB students into the EU through the creation and development of branches of famous European students' organizations in the Western Balkans. He/she undertakes programmatic and administrative activities to support efficiently the implementation of the work of the LBO AL and of the EU-WB-SI project. The working position also involves other tasks regarding reporting and implementation of RYCO activities.

Main Responsibilities:

LBO Albania Support:

Under the guidance of the Head of the Local Branch Office in Albania,

- ☐ Assists the Head of the Local Branch Office in implementing program activities of the LBO, in order to meet all the key requirements and goals set by the Strategic Plan and operational plans of RYCO;
- ☐ Assists the Head of Local Branch Office in preparing annual and periodical reports to the RYCO Head Office for program related work—in line with annual operational plans and annual budgets and in accordance with internal rules and procedures;
- ☐ Assists the Head of Local Branch Office in planning and implementing activities in all phases of the RYCO grant schemes in accordance with internal rules and procedures as well as donor rules;
- ☐ Local program Assistant works in collaboration with other teams including Grants Unit, Finance, and Communications;

* This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence.



- ☐ Undertakes field visits to evaluate and improve the planning, programming, implementation and monitoring of the LBO activities;
- ☐ Writes reports and analyses of programmatic activities;
- ☐ Oversees administrative and technical tasks in cooperation with HLBO and local FAO;
- ☐ Organizes archiving of necessary LBO AL documentation;
- ☐ Performs other duties related to RYCO scope of work, as required.

EU-WB-SI Project Support:

Under the guidance of the Project Coordinator,

- ☐ Assists the Project Coordinator in overall project implementation;
- ☐ Supports the Project Coordinator in monitoring and evaluating project activities;
- ☐ Communicates and assists the project staff, ensures that activities are in line with the agreed action plans and timelines;
- ☐ Keeps daily correspondence and communication with project partners;
- ☐ Provides support in procurement processes for goods and services or other procurement actions foreseen in the project;
- ☐ Supports the timely preparation of periodical reports to the donor and other internal reporting;
- ☐ Supports finance with programmatic data for financial reports, audit reports and any other required project reports;
- ☐ Provides programmatic, administrative and logistics support to the organization of the project activities;
- ☐ Reports periodically to the Project coordinator and other relevant units on project progress;
- ☐ Organizes archiving of necessary project documentation;
- ☐ Participates in project partners' meetings, conferences, study visits, and workshops in the region when required;
- ☐ Performs any other duties related to the implementation of the project;

Requirements:

- ☐ Bachelor degree with minimum three (3) years of higher education;
- ☐ Citizenship of Albania, or permanent residency at the time of application
- ☐ At least two (2) years of experience in the civil society sector;
- ☐ Excellent knowledge of MS Office;
- ☐ Experience and ability to work in intercultural environments;
- ☐ Good understanding of youth policy and youth work in Albania;
- ☐ 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, Bosnian, Croatian, Macedonian, Montenegrin and/or Serbian will be an asset;
- ☐ Previous experience in youth, intercultural and reconciliation related projects will be an asset.

How to apply:

To be considered for this position, please send the application materials via email, with the subject line "HR063 LPA" to recruitment@rycowb.org no later than **March 11th, 2022**. All applications must include:



- ✓ [Application Form](#) (completed in English language)
- ✓ [Europass CV](#) format (completed in English language)
- ✓ A scanned copy of your academic qualification (in English or local language)
- ✓ A scanned passport copy;
- ✓ Two written reference letters from previous employers (in English language)

This position is open only to citizens or permanent residents of Albania. Female candidates and applicants coming from marginalized communities are encouraged to apply.

Only finalists will be contacted for the next recruitment stage which is a written assignment, followed by the interviews. The successful candidate will be required to submit a criminal record check before being offered a contract with RYCO.