



Position: Head of Local Branch Office (HLBO) Albania
Vacancy #: HR070
Work base: Local Branch Office, Tirana, Albania
Contract duration: until 31 July 2023 with possibility of extension until 13 October 2023
Expected employment start date: 01-Oct-2022

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^{1*}, 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 Summary:

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 the RYCO Strategic Plan, 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;

^{1*} 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.



- 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 other Western Balkans 6 languages would be an asset.

How to apply:

To be considered for this position, please send the application materials via email, with the subject line “HR070 HLBO AL” to recruitment@rycowb.org no later than September 25rd, 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 any WB6 language)**
- ✓ **A scan or a picture of your passport or your local ID issued by any of the Western Balkans 6 participants (WB6): Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia and Serbia**
- ✓ **Scanned two written reference letters from previous employers (in English language)**

Female candidates and candidates from socially marginalized groups 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.