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**Job code:** PM WB6

**Position:** Project Manager

**Work base:** RYCO Head Office, Tirana, Albania

**Expected beginning of the contract:** March 2023

**Project Duration:** Three (3) years

**Duration of the contract:** 9 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 the 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 the capacities of RYCO and establishing a regional school exchange scheme. For more detailed information, please click [here](#).

### **Job Description:**

The Project Manager is a RYCO Project Staff with a principal focus on ensuring effective project management by maintaining the delivery of appropriate technical, operational, financial and administrative outputs while tracking the project's progress through monitoring, evaluation and reporting. The Project Manager will work under the supervision of the RYCO Program Manager and will be responsible for the implementation of the Project activities. The Project Manager ensures that outputs are delivered in accordance with the relevant implementation agreements and contracts and provides overall management and coordination of work to ensure the timely delivery of Project outputs. It is the Project Manager's responsibility to ensure that Project Staff are fully aware of the imperatives of the Project and capable of their work based on ToRs. In his/her work, the Project Manager will communicate and coordinate project activities regularly with the GIZ. The Project Manager will be supported in his/her work by the project team in the RYCO Head Office and in the LBOs. All duties performed by the Project Manager will be in line with RYCO rules and procedures, as well as donor requirements.

### **Main responsibilities:**

#### **Coordination and implementation:**

- Develops, organizes, and manages the project implementation in close consultation and coordination with the Program Manager, Program and Operations Coordinators, and GIZ Manager;
- Manages and coordinates the implementation of the respective activities based on the relevant project documents, including, as needed, supervision and guidance of other project staff, consultants, and experts with a view to achieving project results;

- Develops comprehensive/detailed project work-plans that include all project activities and roles and responsibilities of the stakeholders and setting-out corresponding milestones;
- Monitors the progress of implementation of project activities and key event schedules observing the work-plans and set deadlines including monitoring of the financial resources and accounting to ensure accuracy and reliability of financial reports;
- Coordination of project activities and monitoring regular project cash flow;
- Support Project Coordinators for comprehensive project documentation, plans and reports;
- Management and oversight of procurement and monitoring plans in accordance with RYCO and donor requirements;
- Provides support in the draft preparation or review, as necessary, ToRs for technical consultancies, and assists in the selection and recruitment processes;
- Serves as a point of contact for the team in RYCO Head Office and LBOs to ensure team actions are in synergy;
- Supervise the implementation of the Communication Plan of the project and other outreach activities of the project staff;
- Motivates people involved in the project to complete tasks on time and with high quality;
- Takes part in program development processes in RYCO based on requirements of the Director of Programs and Program Manager;
- Supervise the process of recruiting project staff (ToRs, selection process, and onboarding);
- Performs other duties related to RYCO and project scope of work, as required.

#### **Administration and procedures:**

- Overseas working plans ensuring that undertaken activities adhere to RYCO and GIZ rules and regulations at all times;
- Prepares and ensures timely preparation and submission of required project reports and documents;
- Provides regular progress and financial reports in accordance with existing contractual agreements;

#### **Quality Assurance:**

- Undertakes technical review and provide quality assurance of project outputs (e.g. technical reports, studies and assessments);
- Performing quality control on the project throughout the implementation in order to maintain the expected standards.

#### **Partnership building and representation:**

- Organizes, invites and participates in meetings and forums with external stakeholders in order to ensure all partners and key institutional stakeholders are fully apprised of both the Project's progress and its challenges;



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- Ensures sustainability of Project's interventions through partnerships established with key stakeholders;
- 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;
- Presenting project in media and in public relations in coordination with CVO and DP.

### Requirements:

- Nationality of one of the WB 6 Contracting Parties;
- Bachelor's degree with minimum of three (3) years of higher education in human, social, or political sciences or related field;
- At least six (6) years of progressively project management or senior management experience in a complex multi-stakeholder environment;
- Proven experience as Project Manager/Project Leader or other managerial positions in previous GIZ and/or EU projects or other international donors' projects with granting schemes;
- 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 the following documents to the application:  
→ [Application Form](#) (Please indicate in your Application Form the position you are applying for);

- CV;
- Scanned copy of higher education degree;
- Scanned passport copy;
- Two written recommendation letters.



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**The monthly financial package ranges from 1600EUR up to 2400EUR.**

The Application Form, the recommendation letter, and the 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](mailto:recruitment@rycowb.org) no later than **10 February 2023**.

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