



Position: Local Program Assistant

Work base: RYCO Local Branch Office in Serbia, Belgrade, Serbia

Expected beginning of the contract: 20 April 2023

Duration of the contract: 8 months, with the possibility of extension

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 Local Branch Office Program Assistant will assist the Head of Local Branch Office in Serbia and the Project Manager in RYCO's Head Office in Tirana in the implementation of the School to school exchange project co-financed by the European Union and the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by GIZ. In addition, the LPA will assist in the implementation of RYCO programs, projects and administrative activities with a special focus on RYCO's grants. His/her principal role is to assure the provision of support and assistance to the Project Manager and the Head of Local Branch Office in all aspects of project management. The Local Program Assistant will report directly to the Head of LBO and Project Manager. All duties performed by the Local Program Assistant will be in line with RYCO rules and procedures, as well as donor requirements.

Main responsibilities:

- Assists in overall project implementation in close consultation and coordination with the Project Manager and Head of Local Branch Office;
- In close collaboration with the Head of Local Branch Office, supports the Project Manager in monitoring and evaluating of project activities;
- Communicates and assists the representatives of the supported projects and ensures that activities are in line with the agreed activity plans and timelines;

- Assists the Head of 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 action 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 action plans and annual budgets and in accordance with internal rules and procedures;
- Undertakes field visits to evaluate and improve the planning, programming, implementation and monitoring of the project;
- Writes reports and analyses of programmatic activities;
- Oversees administrative and technical tasks in cooperation with HLBO and local FAO;
- Organizes archiving of necessary program documentation;
- Assists the Head of Local Branch Office in planning and implementation of activities in all phases of the RYCO grant schemes in accordance with internal rules and procedures as well as donor rules;
- Supports organization of capacity building of Project and RYCO activities in its Contracting Party;
- Collects general information related to the scope of work of RYCO (reports, publications, researches, strategic documents) and prepares materials as input for the design of RYCO program activities, and contribute to the visibility of RYCO by preparing content for RYCO's external communication (pictures, videos, written contributions) in coordination with the team members in charge for visibility and project coordination;
- Works in collaboration with other teams including Grants Unit, Finance, and Communications;
- Performs other duties related to RYCO scope of work, as required.

Requirements:

- Bachelor's degree with minimum of three (3) years of higher education;
- At least two (2) years of demonstrated experience in CSO sector and understanding of project management;
- Experience and ability to work in intercultural environments;
- Previous experience in youth, intercultural and reconciliation related projects will be an asset;
- Good understanding of youth policy and youth work;
- 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 Serbian is required, knowledge of other WB6 languages is an asset;
- Excellent knowledge of MS Office

How to apply:

To be considered for this position, please send the application materials via email, with the subject line "Application for Local Program Assistant in LBO Serbia" to recruitment@rycowb.org no later than **26/03/2023 at 23:59 CET**.

All applications must include:

- ✓ [Application Form](#) (completed in English language)
- ✓ CV in [Europass](#) 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
- ✓ One written reference letter (in English language)

Only shortlisted candidates will be invited for an interview.