



Implemented by



Job code: LPO/MNE

Position: Local Program Officer

Work base: RYCO Local Branch Office in Montenegro

Expected beginning of the contract: 01 April 2023

Project duration: Three (3) years

Duration of the contract: 8 months (half time), 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 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 Program Officer (LPO) will assist the Project Manager in RYCO's Head Office in Tirana and the Head of Local Branch Office in Montenegro 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 LPO 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 Officer will report directly to the Head of LBO and Project Manager. All duties performed by the Local Program Officer 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;
- Assists the Head of Local Branch Office in implementing program activities of the Office in the local level, 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 plans and reports to the RYCO Head Office for program – in line with annual action plans and annual budgets and in accordance with internal rules and procedures;
- Performs other duties related to RYCO scope of work, as required.

Requirements:

- Bachelor degree with minimum three (3) years of higher education;
- At least three (3) years of demonstrated experience in CSO sector and good understanding of project management;
- Previous experience in youth, intercultural and reconciliation related projects is considered an asset;
- Experience in organizing capacity building programs and activities for youth, schools and/or youth organizations.
- Experience and ability to work in intercultural environments;
- Good understanding of youth policy and youth work in Montenegro and WB6;
- Good understanding of the social/ political context of the Western Balkan region;
- Strong organizational skills and ability to coordinate various responsibilities and prioritize conflicting demands and deadlines;
- Excellent interpersonal and communication skills;
- Excellent problem-solving ability;
- Highly motivated, responsible, self-directed, resourceful and flexible;
- Proficient command of English;
- Knowledge of Montenegrin is required, knowledge of other WB5 languages is an asset;

- Excellent knowledge of MS Office.

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

- [Application Form](#) (Please indicate in your Application Form the position you are applying for);
- CV ([Europass](#) CV format);
- Scanned copy of higher education degree;
- Scanned passport copy;
- One written recommendation letter.

The Application Form, the recommendation letter and the Europass 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 no later than **17th March 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 afterwards invited for an interview.