



Terms of Reference

Position: Head of Program

Work base: RYCO Head Office, Tirana, Albania

Contract duration: 12 months (with the possibility of extension)

Expected beginning of the contract: August 2023/September 2023

Status in RYCO: Core Staff

Supported by: Ryco Budget

Background

RYCO is an intergovernmental organization that stewards and promotes regional, cross-border, and intercultural cooperation of youth within and among its six Western Balkan (WB) Contracting Parties. The Agreement on the Establishment of RYCO was signed by the WB six Prime Ministers at the Paris Summit, on 4 July 2016, within the Berlin Process. RYCO's unique governance system brings together government and civil society representatives to ensure young people are represented at all levels within the organization. Its Local Branch Offices ensure RYCO is represented in all the six Contracting Parties, while its Head Office is the organizational hub situated in Tirana.

Position: Head of Programs (HoP)

General responsibility: Coordination of activities related to RYCO's programs and overseeing programmatic objectives

Job Description

The Head of Programs (HoP) is setting the programmatic objectives of RYCO to be achieved through RYCO projects and grant-making activities in line with the RYCO Strategy. S/he is in charge of the program coordination and monitoring, is overseeing milestones and deadlines. HoP is acting as advisory body and key responsible RYCO employee for ensuring RYCO's auspices are fully in line with the RYCO mission and objectives.

S/he is reporting to the Secretary General.

Main responsibilities

- Supporting the design and formulation of programs, the translation of priorities into concrete program activities, and the coordination, development and implementation of the RYCO Strategic Plan and Annual Action Plans.
- Preparing inputs for reporting, consolidation, and review of quarterly and annual and other program reports.
- Supporting the creation of strategic partnerships and collaboration with the key national and international stakeholders.
- Analysis and research of information on donors, preparation of substantive briefs on possible areas of cooperation.
- Leading the local program delivery.
- Overseeing funds and budgets for local implementation of the programs.



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- Developing program reports.

The holder of the position agrees to take on activities to an appropriate extent that are not within the scope of the tasks resulting from the functional description.

This position is allocated to remuneration level G4.

Requirements:

- Bachelor's degree and MSC degree in humanities, social or political sciences, or other field;
- At least 7 years of professional experience in senior program management positions of International/Regional/ Governmental or Non-governmental organizations;
- Good understanding of WB 6 Contracting Parties context (political, socio-economic, regional cooperation, inter-ethnic relations, etc.);
- Demonstrated ability to work in an intercultural environment;
- Excellent level of conceptual and strategic thinking paired with proven ability to translate analysis into programmatic goals, activities, and M&E measures;
- Strong interpersonal and communication skills, and experience with managing diverse teams and large programs;
- Excellent drafting and presentation skills, and proficiency in English;
- Experience with managing large-scale projects focusing on youth, intercultural understanding, and reconciliation will be an asset;
- Familiarity with UN and EU funding and major bilateral donors is highly desirable.
- Proficient user of all MS Office programs
- Nationality of one of the WB 6 Contracting Parties;
- Knowledge of Albanian, Bosnian, Croatian, Macedonian, Montenegrin, and/or Serbian would be an asset;
- Strong project writing skills;
- Experienced in Grant writing and capacity to fundraising;
- Class B driver's license would be 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 ([Europass](#) CV format)
- Scanned copy of higher education degree;
- Scanned passport copy;
- Two written recommendation letters.

The Application Form, the recommendation letter, and the Europass CV must be in English. Additional documents will be required for shortlisted candidates.



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Applications can be submitted by e-mail only.

If you are interested to apply for this position and you fulfill all the criteria, please send your application containing all necessary documents by email to recrutiment@rycowb.org no later than 15 July 2023.

Only shortlisted candidates will be invited for an interview.