

Terms of Reference

Position: Open Call Program Officer

Work Base: Head Office in Tirana, Albania

Duration of contract: 12 months (with the possibility of extension)

Job Description:

Open Call Program Officer will primarily assist RYCOs' Open Call Manager in ensuring effective management of RYCO Open Call for Civil Society Organizations, by maintaining the delivery of appropriate technical, operational, financial and administrative outputs, while tracking the project progress through monitoring, evaluation and reporting. S/he is reporting to the Open Call Manager.

Responsibilities:

- Assists the Open Call Manager 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;
- Assists in overall Open Call implementation in close consultation and coordination with the Open Call Manager and Head of Programs;
- In close collaboration with the staff of Local Branch Offices of RYCO, supports the Open Call 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;
 - 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 Open Call Manager;
 - Organizes archiving of necessary program documentation;

Supports organization of capacity building of Project and RYCO activities in its Contracting Parties;

- 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 communication;
- Works in collaboration with other teams including Operations, Finance, Communications and performs other duties related to RYCO scope of work, as required.

Requirements:

- Bachelor's degree with minimum three (3) years of higher education;
- At least 3 years of demonstrated experience in grant making and/or project management;
- Previous experience in youth, intercultural and reconciliation related projects is considered an advantage; ;
- Proven experience in grant research, proposal development, and grant management.
- Strong understanding of the grant-making process, including funding regulations and compliance;
- Familiarity with financial management and budgeting is an advantage;.
- Ability to work independently and manage multiple tasks simultaneously;
- Experience and ability to work in intercultural environments;
- 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;
- Excellent knowledge of MS Office.

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. Applications can be submitted by e-mail only.

If you are interested to apply for this position and you fulfil all the criteria, please send your application containing all necessary documents by email to recruitment@rycowb.org no later than **02 August 2023**.

Only shortlisted candidates will be invited for an interview.