



Terms of Reference

Position: Project Manager

Work Base: Head Office in Tirana, Albania

Duration of contract: 12 months with a possibility of extension

Background:

RYCO is entering a multi-annual project “**Regional Cultural Fund** ” which is aiming to support the cultural practitioners in promoting cultural activism that enhances regional cooperation and intercultural learning, peacebuilding and reconciliation among the youth in the Western Balkan. The Regional Cultural Fund project will contribute towards fostering positive social changes by using creative solutions of cultural practitioners on the pressing issues in the Western Balkan.

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 Head of Program 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. 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:

- Develops, organizes, and manages the project implementation in close consultation and coordination with RYCO Head of Program and Head of Finance;
- 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 observes the work-plans and set deadlines including monitoring of the financial resources and accounting to ensure accuracy and reliability of financial reports;
- Monitors regular project cash flow;



- 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;
- Supervises the implementation of the Communication Plan of the project and other outreach activities in coordination with RYCO Communication and Visibility Manager;
- 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 Head of Program;
- Performs quality control on the project throughout the implementation in order to maintain the expected standards.
- 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;
- Presents project in media and in public relations in coordination with RYCO Communication and Visibility Manager;
- Maintains close links with the Project beneficiaries and partners in order to be fully informed about the evolving Project context;
- Performs other duties related to RYCO and project scope of work, as required.

Requirements:

- Bachelor's degree with minimum of three (3) years of higher education;
- At least 5 years of progressively project management or senior management experience in a complex multi-stakeholder environment;
- Strong knowledge of project management methodologies and tools;
- Sound understanding of monitoring and evaluation concepts and practices;
- Proficiency in data analysis and reporting;
- Budgeting and financial management skills;
- Demonstrated leadership abilities and organizational capacity;
- Good understanding of the Western Balkan context (social, economic, political and cultural environment);
- Experience in organizing capacity building programs and activities for youth, cultural practitioners and/or civil society organizations is considered an advantage;
- Good understanding of the concepts of cultural activism and community building is considered an advantage;
- 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;



- Proficiency in English;
- Nationality of one of the WB 6 Contracting Parties;
- Knowledge of one official WB6 language is a must, while knowledge of other additional languages in the WB6 is an asset;

“**Regional Cultural Fund**” will be co-financed by the German Ministry of Foreign Affairs and WB6 Governments.

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 fulfill 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.