



Terms of Reference

Position: Project Officer

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 Officer is a RYCO Project Staff with a principal focus on assisting Project Manager in 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 Officer will work under the supervision of the Project Manager and will be responsible for the implementation of the Project activities. The Project Officer assists the Project Manager in ensuring 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. All duties performed by the Project Officer will be in line with RYCO rules and procedures, as well as donor requirements.

Main responsibilities:

- Assists the Project Manager in planning and implementation of activities in all phases of the project with a special focus on grant schemes for cultural practitioners in accordance with internal rules and procedures as well as donor rules;
- Supports organization of capacity building activities of Project and RYCO activities in its Contracting Parties;
- In close collaboration with the staff of Local Branch Offices of RYCO, 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;
- 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 Project Manager;
- Organizes archiving of necessary program documentation;



- 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 Monitoring and Evaluation;
- 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 2 years of demonstrated experience in project coordination or related roles;
- Knowledge of monitoring and evaluation concepts and methodologies;
- Familiarity with financial management and budgeting is an advantage;
- Good understanding of the Western Balkans context (social, economic, and political 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;
- Attention to detail and ability to handle multiple tasks simultaneously;
- Experience and ability to work in intercultural environments;
- 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;
- Excellent analytical and computer 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.