



Terms of Reference

Position: Senior Advocacy Officer

Work Base: Head Office in Tirana, Albania

Duration of contract: 10 months with a possibility of extension

Job Description

Senior Advocacy Officer is responsible for setting the advocacy objectives of RYCO to be achieved through RYCO projects in line with the Strategic Plan. S/he is responsible for drafting and coordinating initiatives which bring together different governmental and non-governmental stakeholders in order to advocate for RYCO's core mission. S/he is reporting to the Head of Programs in RYCO.

Main focus of this position in the next 10 months will be on the development of Youth Peace and Security Agenda in the Western Balkans. RYCO plans to implement small-scale awareness raising activities and advocacy practices in all 6 Contracting Parties (CP) to start the positioning process and bring parties of interest around the negotiation table to ensure a participatory approach in its future advocacy actions related to the development of YPS agenda as defined by the Strategic Plan 2022/24. To follow up RYCO's efforts to map YPS stakeholders in the region and run awareness raising campaigns, the organization will provide the resources and tools to the local actors to implement local activities at the CP level. Such action is essential to contextualize the YPS agenda according to the CP and the regional environment. The local actions will also serve to build the capacity of the local actors and will be done in partnership with National Youth Councils and Youth Umbrella Organizations from the region.

Main responsibilities

- Designs and formulates advocacy programs and translating priorities into concrete program activities;
- 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 key event schedules observing the work-plans and set deadlines including monitoring of the financial resources and accounting to ensure accuracy and reliability of financial reports;
- Provides support in the draft preparation or review, as necessary, ToRs for technical



consultancies, and assist in the selection and recruitment processes;

- Prepares and ensures timely preparation and submission of required project reports and documents;
- Supports organization of capacity building activities and other 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 2 years of experience in developing and implementing advocacy campaigns;
- Strong knowledge of advocacy strategies, methodologies, and tools;
- Excellent research, analytical, and strategic thinking abilities;
- Previous experience in youth, intercultural and reconciliation related projects is considered an advantage;
- Familiarity with financial management and budgeting is an advantage;
- Good understanding of YPS Agenda and UNSCR 2250 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;
- Demonstrated experience in policy development and influencing decision-makers
- 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;
- Nationality of one of the WB 6 Contracting Parties;



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.