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| **Position:** | Head of Local Branch BiH |
| **Vacancy ref:** | HR108 |
| **Work base:**  | RYCO Local Branch Office, Sarajevo, Bosnia and Herzegovina  |
| **Contract duration:**  | 12 months (with the possibility of extension) |
| **Expected start:** | June 2024/ July 2024 |
| **Status in RYCO:** | Core staff |
| **Supported by:**  | RYCO Budget |

**About RYCO:**

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 Local Branch Office in BiH (HLBO)

General responsibility: Leading and representing the respective local branch office (LBO)

## Job Description

The Head of the Local Branch Office (HLBO) is representing RYCO on a local level with partners, donors and engaging with the national public, civil sector, and other key stakeholders. S/he is overseeing and coordinating all local activities held in the local branch office (LBO) in the respective contracting party (CP) in line with the RYCO Strategic Plan supporting regional cooperation, mobility and exchange and contributing to the enabling regional social and political environment for promotion of youth cooperation.

S/he is reporting to the Secretary General.

## Main responsibilities

* Defining the CP operation and day-to-day operational management.
* Local branch finances management and planning.
* Responsible for LBO employees and ensuring realistic and clearly defined goals and objectives.
* Staffing plan, recruitment, and staff development.
* Ensuring results of the LBO which were previously defined with the Management Committee, SG/DSG and Head of program.
* Ensuring continuous communication with supervisors regarding the status of programs implemented locally and revision of goals and expectations.
* Ensuring implementation of the operations in the local branch office according to the local legal and regulatory framework.
* Looking for synergies with other branch offices.
* Proposing regional initiatives which are aligned with RYCO‘s strategy plan.
* Developing and maintaining local relationships with relevant stakeholders (partners, donors, the national public, civil sector etc)
* Using of contacts in consultation with the Secretary General/ line manager to acquire cooperations.

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 Bosnian language.
* Strong project writing skills;
* Experienced in Grant writing and capacity to fundraising;
* Class B driver’s license would be an asset;

**How to apply:**

To be considered for this position, please send the application materials via the link

https://rycoerp.org/job\_apply.html?id=15

no later than **30th May, 2024**. All applications **MUST** include:

* [Application Form](https://www.rycowb.org/wp-content/uploads/2019/05/Application-Form_RYCO-Project-Staff.docx) (*completed in English language)*
* [Europass CV](https://europa.eu/europass/en) format (*completed in English language*)
* A scanned copy of higher education degree
* A scanned passport copy
* Two written reference letters from previous employers *(in English language)*

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

Only finalists will be contacted for the next recruitment stage. The successful candidate will be required to submit a criminal record check before being offered a contract with RYCO.