



**Position:** Head of Local Branch Office (HLBO) in Albania  
**Vacancy:** HR 123  
**Work base:** Local Branch Office, Tirana, Albania  
**Contract duration:** 12 Months with possibility of extension  
**Eligibility criteria:** Applicants holding Albanian citizenship  
**Expected start date:** 01-Dec-2025

### **About RYCO:**

Regional Youth Cooperation Office (RYCO) is an independently functioning institutional mechanism, founded by the Western Balkans 6 participants (WB6): Albania, Bosnia and Herzegovina, Kosovo\*, Montenegro, North Macedonia and Serbia, aiming to promote the spirit of reconciliation and cooperation between the youth in the region through youth exchange programs. The Agreement on the Establishment of RYCO was signed by the WB6 Prime Ministers at the WB Summit held in Paris, on 4 July 2016. Please click [here](#) for more information.

### **Job Summary:**

Head of Local Branch Office (LBO) organizes the work of the LBO, coordinates and implements program activities, follows other RYCO projects, and supports the Head Office within the RYCO Strategic Plan. This includes upholding RYCO's institutional and organizational excellence, supporting regional cooperation through mobility and exchange programs, and contributing to an enabling environment for youth cooperation. S/he represents RYCO on the local level and communicates RYCO's mandate and objectives with public and civil sector counterparts under the guidance of the Secretary General.

All duties performed by Head of LBO must be in line with RYCO internal rules and procedures.

### **Main responsibilities:**

- Conducts and coordinates all activities of the LBO;
- Receives guidance from the Head of Programs when it comes to the program activities and creates annual LBO operational plans in direct cooperation with the Head of Programs and in alignment with the Strategic Objectives of RYCO;
- Submits annual and periodical activity reports to the Head of Programs for review and comments in accordance with Internal Rules and Procedures;
- Works under the guidance of the Secretary General when it comes to the political aspects of RYCO's work in relations with the host contracting party institutions and key stakeholders.
- Works with the Head of Finance and Operations Manager on the financial and administrative segments to ensure compliance with the RYCO financial and administrative standards;

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\* This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence.



- Manages human resources at the LBO (officers, volunteers, interns, assistants) – assigns tasks and monitors the implementation of tasks and work of all associates, including the external consultants.
- Participates in the design and implementation of regional RYCO activities, especially in the transfer of knowledge and experience among LBOs in all of the RYCO Contracting Parties;
- Participates and attends events that are of importance for the scope of work of RYCO, as a participant or guest panelist.
- Coordinates the granting portfolio of the Contracting Party, ensuring a balanced and inclusive participation of youth in all grant-making activities.
- Coordinates promotion, visibility, and dissemination activities for the Contracting Party in collaboration with the Head Office; supports the creation of content for web and social media based on LBO activities; promotes RYCO's work locally and regionally across platforms.
- Performs other related duties as assigned

### **Requirements**

- Bachelor's degree in humanities, social or political sciences, management, or related field;
- Minimum three years of professional experience in youth policy, youth mobility programs, and youth exchange/related programs with International/Regional/Governmental or Non-governmental organizations working in RYCO's programmatic areas;
- Minimum three years of experience with project management in youth, intercultural learning, and reconciliation-related projects;
- Good understanding of local context (political, socio-economic, regional cooperation, etc.);
- Experience in an intercultural environment and ability to work effectively within it.
- Good level of conceptual and strategic thinking.
- Ability to identify, obtain, and analyze information from a variety of sources;
- Excellent knowledge of MS Office;
- Proficiency in English;
- Knowledge of other Western Balkans 6 languages would be an asset.
- Previous experience/familiarity with UN agencies, EU-funded projects, and major donors is desirable;
- Knowledge of the best international standards and local policies and laws relevant to RYCO's programmatic focus is an asset.
- Driving license (B2) is desirable.

### **How to apply:**

Should you be interested in applying for this position and you fulfill all the criteria, please send your application containing all the necessary documents mentioned below to [Job Apply \(rycoerp.org\)](https://rycoerp.org) no later than **03/11/2025**.



**All applications MUST include:**

- ✓ [Application Form](#) (completed in English language)
- ✓ [Europass CV](#) format (completed in English language)
- ✓ Two written reference letters from previous employers
- ✓ A scanned passport copy
  
- ✓ A scanned copy of your academic qualification

**Only the shortlisted candidates 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.**