



## Terms of Reference

<b>Position:</b>	Local Project Officer
<b>Vacancy ref:</b>	HR118
<b>Work Base</b>	Local Branch Office, Sarajevo, Bosnia and Herzegovina
<b>Contract duration:</b>	12 months
<b>Contract Type</b>	Employment Contract
<b>Expected start:</b>	Mars 2025
<b>Nationality</b>	Bosnia and Herzegovina
<b>Application deadline:</b>	February 7 <sup>th</sup> 2025

General responsibility: Supporting of implementation of local activities

### About RYCO

RYCO is an intergovernmental organization that stewards and promotes regional, cross-border and intercultural cooperation within and among the Western Balkans (WB) 6 Contracting Parties. The Agreement on establishment of RYCO was signed by the WB 6 Contracting Parties Prime Ministers on WB Summit held in Paris, 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.

### 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.

S/he is reporting to the Head of Local Branch Office.

### 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;
- Bosnia and Hercegovina Nationality;
- Knowledge of one official WB6 language is a must, while knowledge of other additional languages in the WB6 is an asset.



### **How to apply:**

To be considered for this position, please send the application materials via email, with the subject line “**HR118 Local Project officer**” to [Job Apply](#) no later than **February 7th, 2025**. All applications **MUST** include:

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

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.