



Terms of Reference

Position:	Local Program Assistant (maternity cover)
Vacancy ref:	HR122
Work base:	RYCO Local Branch Office in Serbia, Belgrade, Serbia
Application deadline:	June 20 th 2025
Expected start:	August 2025
Duration of the contract	8 months with the possibility of extension

Background:

RYCO has entered a multi-donor partnership jointly co-financed by the European Union and the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. The project “Superschools” contributes to the overall objective of increasing skills and knowledge of young people in the Western Balkans by enhancing education systems and promoting cooperation in the region through the specific objective of strengthening capacities of RYCO and establishing a regional school exchange scheme.

Job Description:

The Local Branch Office Program Assistant will assist the Head of Local Branch Office in Serbia and the Superschools Project Manager in RYCO’s Head Office in Tirana in the implementation of the Superschools, project co-financed by the European Union and the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by RYCO and GIZ. In addition, the LPA will assist in the implementation of other RYCO programs, projects and administrative activities with a special focus on RYCO’s grants. His/her principal role is to ensure the provision of support and assistance to the Project Manager and the Head of the Local Branch Office in all aspects of the project management. The Local Program Assistant will report directly to the Head of LBO Serbia. All duties performed by the Local Program Assistant will be in line with RYCO rules and procedures, as well as donor requirements.

Main responsibilities:

- Assists in overall project implementation in close consultation and coordination with the Superschools Project Manager and Head of Local Branch Office in Serbia;
- In close collaboration with the Head of Local Branch Office, 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;
- Assists the Head of Local Branch Office in implementing local program activities of the LBO, to meet all the key requirements and goals set by the Strategic Plan and Annual Operational Plan of RYCO;



- Assists the Head of Local Branch Office in preparing annual and periodical reports to the RYCO Head Office for program related work– in line with Annual Operational Plan and annual budget and in accordance with internal rules and procedures;
 - Undertakes field visits to evaluate and improve the planning, programming, implementation and monitoring of the projects;
 - Organizes archiving of necessary program documentation;
 - Assists the Head of Local Branch Office in planning and implementation of activities in all phases of the RYCO grant schemes in accordance with internal rules and procedures as well as donor rules;
 - Supports organization in capacity building activities of the Project and other RYCO activities in its Contracting Party;
 - Collects general information related to the scope of work of RYCO (reports, publications, research, 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 project coordination;
 - Works in collaboration with other teams including Grants Unit, Finance Department and Communications Department;
 - Performs other duties related to RYCO scope of work, as required.
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- **Requirements:**
 - Citizenship of one of the WB 6 Contracting Parties;
 - Bachelor's degree with minimum of three (3) years of higher education;
 - At least three (3) years of demonstrated experience in CSO sector and understanding of project management;
 - Experience and ability to work in intercultural environments;
 - Previous experience in youth, intercultural, and reconciliation-related projects will be an asset;
 - Good understanding of youth policy and youth work;
 - Good understanding of the social/ political context of the Western Balkan region;
 - Ability to simultaneously work on multiple tasks;
 - Excellent interpersonal and communication skills;
 - Time management skills and ability to prioritize work;
 - Excellent problem-solving ability;
 - Highly motivated, responsible, self-directed, resourceful and flexible;
 - Proficient command of English;
 - Knowledge of Serbian is required, knowledge of other WB6 languages is an asset;
 - Excellent knowledge of MS Office



How to apply:

Should you be interested in applying for this position and you fulfill all the criteria, please send your application containing all necessary documents mentioned below to [Job Apply \(rycoerp.org\)](https://rycoerp.org) no later than **June 20th, 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 (in case selected for the position)
- ✓ A scanned copy of your academic qualification (in case selected for the position)

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.