



Terms of Reference

Position:	Local Program Officer
Vacancy ref:	HR129
Work Base	Local Branch Office Podgorica, Montenegro
Contract duration:	12 months (Maternity Cover)
Contract Type	Employment Contract
Expected start:	August 2026
Application deadline:	July 09, 2026

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^{1*}, 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 WB 6 Prime Ministers at the WB Summit held in Paris, on 4 July 2016. Please click [here](#) for more information.

About the project:

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 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. For more detailed information, please click [here](#).

Job Description

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

Main duties and responsibilities

- Assists in overall project implementation in close consultation and coordination with

¹ 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.



- the Head of Local Branch Office and the Project Manager;
- 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;
 - Provides operational, coordination and administrative support to the Head of Local Branch Office in the implementation of programmatic, administrative and office management activities.
 - Assists the Head of Local Branch Office in implementing program activities of the LBO, in order to meet all the key requirements and goals set by the Strategic Plan and action plans 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 action plans and annual budgets and in accordance with internal rules and procedures;
 - 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 HLBO and local FAO;
 - 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 the preparation, organization and follow-up of meetings, events and stakeholder engagements, including drafting meeting notes, maintaining records and monitoring implementation of agreed action points;
 - Supports organization of capacity building of Project and 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. Supports the visibility and outreach efforts of the Local Branch Office through preparation of communication content, documentation of activities, stakeholder communication, and preparation of photos, videos and written contributions in coordination with the team members in charge of visibility and project coordination;
 - Works in collaboration with other teams including Grants Unit, Finance, and Communications;
 - Assists the Head of Local Branch Office in implementing program activities of the Office in the local level, to meet all the key requirements and goals set by the Strategic Plan and action plans of RYCO;
 - Assists the Head of Local Branch Office in preparing annual and periodical plans and reports to the RYCO Head Office for program – in line with annual action plans and annual budgets and in accordance with internal rules and procedures;
 - Performs other duties related to RYCO scope of work, as required.

Requirements:

- Nationality of one of the WB 6 Contracting Parties.
- Bachelor's degree in Human, Social, or Political Sciences, Finance, or related field.
- Minimum 3 years proven experience in office management and administration; Previous experience/familiarity with UN agencies, EU-funded projects, and major bilateral donors is desirable.
- Proficiency in MS Office (MS Excel and MS Outlook, in particular) and familiarity with email scheduling tools;



- Excellent time management skills and ability to multitask and prioritize work;
- Attention to detail and problem-solving skills;
- Excellent written and verbal communication skills;
- Strong organizational and planning skills in a fast-paced environment;
- Experience and ability to work in intercultural environments;
- Ability to simultaneously work on multiple tasks;
- Strong interpersonal and communication skills;
- Proficiency in English;

How to apply:

To be considered for this position, please send the application to [Job Apply](#) no later than **July 9th, 2026**.

All applications **MUST** include:

- ✓ [Application Form](#) (*completed in English language*)
- ✓ [Europass CV](#) format (*completed in English language*)
- ✓ Two written reference letters from previous employers

In case you are selected for the next phase:

- ✓ A scanned copy of your academic qualification
- ✓ A scanned passport copy

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.