Terms of Reference

Position:	Head of Local Branch Office in Serbia
Vacancy ref:	HR134
Contract duration:	12 months (with the possibility of extension)
Expected start:	January 2027
Eligibility Criteria:	Applicants holding Serbian citizenship
Location:	Belgrade, Serbia
Application deadline	17 November 2026

About RYCO:

The 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 WB 6 Prime Ministers at the WB Summit held in Paris, on 4 July 2016. Please click here for more information.

General responsibility: Leading and representing RYCO's local branch office in Serbia

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 Serbia 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 Contracting Party 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;

* 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

- 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.

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 Nongovernmental 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 analyse 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:

To be considered for this position, please send the application to Job Apply no later than 17 November 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 (submitted in English)
- A scanned copy of your academic qualification
- A scanned passport copy

Additional documents can 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.