



Terms of Reference

Duration of contract: 4 months with a possibility of extension

Position: Program/Project Officer
Vacancy ref: HR112
Work base: RYCO HO, Tirana, Albania
Contract duration: 4 Months with the possibility of extension
Expected start: September 2024
Application deadline: 19 August 2024

Background:

The “RYCOGNIZED - Enhancing peacebuilding and reconciliation in WB6” project contributes to the continuation of the “RYCOGNIZED YPS Advocacy Efforts in WB6” of 2023 which focuses on YPS actions in the WB6 region. Moreover, it serves to enhance RYCO’s advocacy efforts and institutional capacities in the Youth Peace and Security (YPS) Agenda in the region. The project supports RYCO’s effort to create an enabling environment in the Western Balkans for peacebuilding, regional youth cooperation, and improving the position of youth.

Among the activities planned under this project are the development of the know-how hub contributor’s network, continuation of production of YPS-related knowledge and the implementation of the Youth shaping the peacebuilding process in the WB6 campaign. Additionally, the implementation of a three months long YPS academy will contribute to the YPS advocacy efforts as well as capacity building for CSOs and the expert community. Local activities supporting the establishment of the local YPS architecture in WB6 through NYCs and the development of the Peace Capital methodology. The project activities will also contribute to the development of RYCO’s strategic approach on involvement of young people in peace and security and lastly the implementation of Peace Broadcasters Program.

“RYCOGNIZED - Enhancing peacebuilding and reconciliation in WB6” is financed by the German Ministry of Foreign Affairs and WB6 Governments.

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 assist 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.



Main responsibilities:

- Assists the Project Manager in planning and implementation of activities in all phases of the project in accordance with internal rules and procedures as well as donor rules;
- Supports the organization of capacity building activities of the 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;
- Undertakes field visits to evaluate and improve the planning, programming, implementation and monitoring of the project when necessary;
- Writes reports and analyses of programmatic activities;
- Oversees administrative and technical tasks in cooperation with Project Manager;
- Organizes archiving of the 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 and/or civil society organizations is considered an advantage;
- Good understanding of the concepts of Youth, Peace and Security 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;
- Nationality of one of the WB 6 Contracting Parties;
- Knowledge of one official WB6 language is a must, while knowledge of other additional languages in the WB6 is an asset.



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 August **19th, 2024**.

All applications **MUST** include:

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