

Regional Youth Cooperation Office

Employment Plan Secretariat / Job Descriptions

- 1) Finance and Administration Officer (Head Office in Albania)
- 2) Office Manager (Head Office in Albania)
- 3) Program Officer (Head Office in Albania)
- 4) Communication Officer (Head Office in Albania)
- 5) Administrative Assistant (Head Office in Albania)
- 6) Local Branch Officer in Albania (Head Office in Albania)
- 7) – 11) Local Branch Officer in Bosnia and Herzegovina (Local Branch in Bosnia and Herzegovina) / Kosovo* (Local Branch in Kosovo*) / Macedonia (Local Branch in Macedonia) / Montenegro (Local Branch in Montenegro) / Serbia (Local Branch in Serbia)

* 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.

1) Finance and Administration Officer

General information about position

Job Title: Finance and Administration Officer

Location: Head Office in Tirana

Starting date of the contract: 01.07.2017.

Job Description

The Finance and Administration Officer (FAO) will be responsible for finance management, accounts maintenance, budget control and for coordinating logistics and broad administrative support functions, which may include supervision and execution of administrative tasks.

Main responsibilities

- Prepares annual budget plan
- Develops financial rules and procedures as part of Internal Rules and Procedures documents and ensures its implementation
- Provides financial and technical guidance to all implementing RYCO's internal financial procedures on a regular basis and as required
- Ensures that all projects are complying with internal financial controls
- Prepares and proposes periodical and annual financial reports and analyses. Maintain annual operating Secretariat budget and reviews monthly expenditures, preparing reports for SG and DSG as requested
- Monitors budgeting and expenditure processes for the RYCO Secretariat, coordinates and monitors budgeting and expenditure of Local Branches
- Ensures contractual and tender procedures implementation, and compliance with Internal Rules and Procedures and financial requirements. The Finance Officer will provide financial compliance expertise to the Secretariat administrative team, including the Secretariat's Officer and Local Branch Officer
- Reviews and verifies grant financial reports, including spot checking back-up documentation, monitoring and compliance with deadlines
- Tracks expenditures of granted projects, in coordination with LB Officers, reviews and troubleshoots project-level financial tracking. In coordination with Local Branches monitors expenditures of projects by analyzing financial data and producing monthly and ad hoc reports
- Supports Local Branch Officers to submit complete and accurate financial plans and reports in a timely manner
- Develops systems and tools for tracking financial procedures and assist with identifying solutions to challenges that arise. Reviews all areas of financial and accounting for accuracy and proper report content (e.g. finance accounting, procurement, and consultant agreements, etc.)

- Provides financial training and ongoing support to Officers on a variety of issues including budgeting, cost reporting, tracking, etc.
- Reviews accounting transactions, e.g., wire transfers, check requests
- Oversees, maintain and update financial files
- Performs other related duties as assigned

Requirements:

- Minimum of 5 years work experience as a Finance Officer or similar role
- Solid knowledge of financial and accounting procedures
- Experience using financial software
- Advanced MS Excel skills
- Knowledge of financial regulations
- Experience and ability to work in intercultural environments
- Ability to simultaneously work on multiple projects / tasks
- Interpersonal and communication skills
- Time management skills and the ability to prioritize work
- Excellent analytical and numerical skills
- Strong ethics, with an ability to manage confidential data.
- Proficient command of English
- University degree of at least four years of higher education in Finance, Accounting or Economics

2) Office Manager

General information about position

Job Title: Office Manager

Location: Head Office in Tirana

Starting date of the contract: 01.07.2017.

Job Description

The Office Manager will be in charge of a wide range of administrative and office support activities for the organizations management (especially Secretary General and Deputy Secretary General) to facilitate the efficient operation of the organization.

Main responsibilities

- Provides assistance and support in the overall administration of the RYCO Secretariat in Tirana.
- Drafts routine communications, reviews documents for completeness and compliance with Internal Rules and Procedures prior to submission for final approval and signature (e.g. memoranda, notes, draft information circulars, etc.)
- Assists the SG in the coordination and communication with all staff.
- Assists the SG with administrative arrangement (appointments, virtual and face-to-face meetings, distribution of relevant documentation, travel arrangements etc.)
- Maintains files (both paper and electronic) on administrative issues.
- Provides general office support (arranging cleaning, catering and security services), responds to complex information requests and inquiries; processes, drafts and finalizes correspondence and other communications. etc.
- Coordinates administrative services, organize office layout and orders stationery and equipment.
- Coordinates translation requests;
- Liaise with administrative staff accounts and payment to vendors and individual contractors for services.
- Coordinates physical space planning, identification of office technology needs and maintenance of equipment, software and systems.
- Provides general support to visitors.
- Plans in-house and off-site activities (cocktails, celebrations and conferences).
- Coordinates IT maintenance and maintain the inventory.
- Assists the Communication Officer in the planning and coordination of major exhibits; liaises with relevant departments/agencies; drafts and edits reports, production schedules, press releases and related texts, and correspondence related to the planning and production of exhibits.
- Assists the Communication Officer with generating Google statistics reports, update website content, profiles etc.
- Performs other related duties as assigned

Requirements

- Proven experience in office management and administration
- Knowledge of office administrator responsibilities and procedures
- Proficiency in MS Office (MS Excel and MS Outlook, in particular)
- Hands on experience with office machines (e.g. fax machines and printers)
- Familiarity with email scheduling tools
- Excellent time management skills and ability to multi-task 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 projects / tasks
- Interpersonal and communication skills
- Time management skills and the ability to prioritize work
- A creative mind with an ability to suggest improvements
- Proficient command of English
- University degree of at least three years of higher education; additional qualification as an Administrative assistant or Secretary will be a plus

3) Programme officer

General information about position

Job Title: Programme Officer

Location: Head Office in Tirana

Starting date of the contract: 01.07.2017.

Job Description

The Programme Officer will be in charge of creation and implementation of program activities of RYCO, including capacity building, program quality assurance and grant making.

Main Responsibilities

- Supports design and formulation of programs within the area of responsibility, translating priorities into concrete program activities
- Assists Secretary General and Deputy Secretary General in coordinating development and ensuring implementation of RYCO Strategic Plan and Annual Action Plans
- Through analysis and research of the legal, political, social and economic situation in the WB region and especially Contracting Parties, do the preparation and formulation of substantive inputs to RYCO Strategy, Program documents, Annual implementation plans, and other documents
- Plans and coordinates capacity building and quality assurance activities
- Prepares, organizes and consolidates the annual work plans, budget administration for activities, operational work of Secretariat, in communication with DSG and SG
- Reviews Local Branch activity reports
- Implement program activities according to the technical, financial and administrative procedures prescribed in the Internal Rules and Procedures
- Provides operational and technical support to Grantees, in cooperation with Local Branch Officers on ground
- Prepares inputs for reporting, consolidation and review of quarterly, annual and other program reports
- Supports creation of strategic partnerships and collaboration with the key national and international stakeholders
- Analysis and research of information on donors, preparation of substantive briefs on possible areas of cooperation
- Identification of sources of information related to policy-driven and project management issues
- Identification and synthesis of best practices and lessons learned directly linked to program, national and regional youth policies

- Develops and designs relevant documents on Open Call Procedures (Guidelines for Applicants, Application Form, Reporting, Monitoring, Evaluation and ToR for Grant Evaluators)
- Respond to inquiries from grant applicants regarding the RYCO's grant making guidelines and Requests for Proposals
- The Program Officer supports LB Officers in guiding potential grant recipients through the entire application process, from concept development through presentation of proposals and evaluation results
- Program, financial and substantive monitoring and evaluation of the projects, identification of operational and financial problems, development of solutions in direct communication with Local Branch Officers
- Maintain statistical information regarding grant making activity
- In cooperation with LB Offices monitors implementation of grants by requesting and reviewing written evaluations and by conducting site visits to a representative number of grant recipients
- Performs other related duties as assigned

Requirements

- Proven experience as a Program Manager or other managerial position
- Minimum five years of experience in youth exchange and other youth programs
- Thorough understanding of project/program management techniques and methods
- Excellent knowledge of performance evaluation and change management principles
- Excellent knowledge of MS Office; working knowledge of program/project management
- Experience and ability to work in intercultural environments
- Ability to simultaneously work on multiple projects / tasks
- Interpersonal and communication skills
- Time management skills and the ability to prioritize work
- Outstanding leadership and organizational skills
- Excellent communication skills
- Excellent problem-solving ability
- Proficient command of English
- University degree of at least four years of higher education

4) Communication Officer

General information about position:

Job Title: Communication Officer

Location: Head Office in Tirana

Starting date of the contract: 01.07.2017.

Job Description

The Communication Officer will be in charge of development and implementation of Communication Strategy, internal/external communications, visibility of RYCO.

Main responsibilities

- Takes a leading role on communications issues within the Secretariat and between Local Branches
- Develops and implements a Communications strategy. Coordinates the implementation of Strategy in Secretariat and Local Branches
- Proposes topics, undertakes research, determine the appropriate medium and target audience
- Prepares production plans, write drafts, obtain necessary clearances and finalize texts, edit, copy, and coordinate design approval, printing procedures and distribution
- Monitors and analyses current events, public opinion and press coverage, identifying issues and trends, and advises the Secretary General and Deputy Secretary General on appropriate action/responses
- Conducts media outreach, including development of media strategies and action plans, initiating pro-active media outreach efforts; maintains contacts with national and regional media
- Disseminates information materials to the media and arranges interviews, organizes press conferences and briefings, monitors press coverage of youth issues in the region; consults with press on approach/story angle and other information requests, undertakes appropriate follow-up action and analyses and reports on the impact of coverage
- Maintains contacts with key civil society partners at the national and regional level, and undertakes joint communication projects with them; initiates and sustains proactive professional relationships with relevant national authorities in all RYCO Contracting Parties
- Creates, maintains and develops web sites and social media accounts
- Performs other functions and special duties, as required by the SG including undertaking speaking engagements, press conferences and participating in seminars
- Serves as a principle communicator to stakeholders during an emergency response; working closely with the SG and DSG to share appropriate and timely information and stepping into the lead strategist communication role when needed. Perform “damage control” in cases of bad publicity
- Using relevant computer software, creates designs in appropriate format for promotional and other material, e.g. brochures, presentational materials, announcements, video and audio cassette covers and catalogues, etc.
- Performs other related duties as required

Requirements

- Proven experience as communications specialist
- Experience in web design and content production is a plus
- Experience in copywriting and editing
- Solid understanding of project management principles
- Working knowledge of MS Office; photo and video-editing software is an asset
- Excellent communication (oral and written) and presentation skills
- Outstanding organizational and planning abilities
- Experience and ability to work in intercultural environments
- Ability to simultaneously work on multiple projects / tasks
- Interpersonal and communication skills
- Time management skills and the ability to prioritize work
- Proficient command of English
- University degree of at least four years of higher education in public relations, communications or relevant field

5) Finance and Administration Assistant

General information about position

Job Title: Finance and Administration Assistant

Location: Head Office in Tirana

Starting date of the contract: 01.08.2017.

Job Description

The Finance and Administration Assistant assists in finance management, accounts maintenance, budget control and for coordinating logistics and broad administrative support functions, which may include supervision and execution of administrative tasks.

Main responsibilities

- Process payment requests, according to planned budget lines and expenditure program
- Monitors status of expenditures and allotments, consolidates data, records variations, reviews status of relevant expenditures and compares with approved budget updates budget tables for Secretariat
- Collects and records reports from Local Branches and prepares it for final evaluation to Finance Officer
- Maintain grant records, documents and correspondence
- Keeps up-to-date on documents/reports/guidelines on matters related to Budget
- Reviews reports, verifying overall accuracy, consistency and uniformity in the presentation, and ensuring comprehensiveness and compliance with the agreed formats
- Assists in the development of resource requirements for budget submissions and in the preparation of budget performance submissions, performing preliminary analysis of variances between approved budgets and actual expenditures (for the regular budget and support account budget)
- Assists in reviewing and verifying grant financial reports, including spot checking back-up documentation, monitoring and compliance with deadlines
- Prepares requisitions for goods and services to ensure (a) correct objects of expenditure have been charged and (b) availability of funds. Monitors accounts and payment to vendors and individual contractors for services (RYCO Secretariat)
- Prepare statistical tables and assists Financial Officers in creating financial reports
- Performs other related duties as assigned

Requirements

- Proven work experience in finance and accounting or similar role
- Solid knowledge of financial and accounting procedures
- Experience using financial software
- Advanced MS Excel skills
- Knowledge of financial regulations
- Excellent analytical and numerical skills
- Sharp time management skills
- Strong ethics, with an ability to manage confidential data

- Proficient command of English
- University degree of at least three years of higher education in Finance, Accounting or Economics

6) Local Branch Officer in Albania

General information about position

Job Title: Local Branch Officer

Location: Head Office in Albania

Starting date of the contract: 01.07.2017.

Job Description

The Local Branch Officer will be in charge to organize the work of the Local Branch Office based in Head Office in Tirana, coordinate and implement program activities, follow RYCO-projects implemented in Albania, and support Head Office in everyday activities.

Main responsibilities

- Conducts and coordinates all administrative and technical tasks of the Local Branch Office in cooperation with Head Office
- Conducts and keeps the necessary financial and program documentation
- Submits annual and periodical reports to Head Office for program and financial operations - in line with the planned schedule and budget and in accordance with Internal Rules and Procedures
- Manage human resources at the LB Office (volunteers, interns, assistants) - allocates tasks and monitors the implementation of tasks and work of each of these positions
- Coordinates and implements program activities of LB Office, as well as activities on meeting all the key requirements and goals set by Strategic plan and Action plans
- Plans and implements activities related to the preparation of the Open Call for RYCO granting in accordance with the prescribed rules and procedures
- Provides assistance to applicants for all matters related to Open Call procedures in Albania
- Monitors the implementation of supported grants/projects during project implementation- visits "on ground" field activities and collects information on the implementation of the activities
- Collects general information related to the scope of work of RYCO (reports, publications, researches, strategic documents) and prepares material as input for RYCO Head Office for the design of program activities
- Participates in the design and implementation of regional RYCO activities, especially in the transfer of knowledge and experience among LB Offices in all Contracting Parties
- In cooperation with Head Office establishes appropriate relations with the media, organizes TV appearances - in order to promote the work of RYCO, both specific thematic activities and activities related to the general work at the local and regional level
- Organizes public events - promotional - info events (press conferences, street events)
- In cooperation with Head Office establishes and maintains partnerships with all key stakeholders in the Albania - relevant ministries, civil society organizations, embassies, other international organizations

- Participates and attends events that are of importance for the scope of work of RYCO, as a participant, or guest panelists
- Participates in the design and creation of content that will be used for web pages and accounts on social networks (facebook, twitter, instagram) - based on the activities implemented by the LB Office
- Supports Head Office activities on request by the SG, DSG and other staff
- Performs other related duties as assigned

Requirements

- Minimum three years of experience in the field of youth work and youth policy
- Thorough understanding of project/program management techniques and methods
- Good understanding of the social/ political context of Albania and of the region
- Excellent knowledge of performance evaluation and change management principles
- Excellent knowledge of MS Office; working knowledge of program/project management
- Experience and ability to work in intercultural environments
- Ability to simultaneously work on multiple projects / tasks
- Interpersonal and communication skills
- Time management skills and the ability to prioritize work
- Outstanding leadership and organizational skills
- Excellent communication skills
- Excellent problem-solving ability
- Proficient command of English
- University degree of at least three years of higher education. Advanced university degree will be considered an asset

7) – 11): Local Branch Officers in Bosnia and Herzegovina / Kosovo* / Macedonia / Montenegro / Serbia

General information about position:

Job Title: Local Branch Officer

Location: LB Branch Office in *Contracting Party* (Bosnia and Herzegovina / Kosovo* / Macedonia / Montenegro / Serbia)

Starting date of the contract: 01.07.2017.

Job Description:

The Local Branch Officer will be in charge to organize the work of the Local Branch Office, coordinate and implement program activities and to follow RYCO-projects implemented within the Contracting Party where the Local Branch is placed.

Main responsibilities:

- Represents RYCO in the Contracting Party where the Local Branch Office is placed
- Manages the office, conducts and coordinates all administrative and technical tasks
- Organizes maintenance of the office relating to the regulation of all necessary accounts and the cost of regular work and functioning of the office as well as maintenance of the necessary equipment
- Conducts and keeps the necessary financial and program documentation
- Submits annual and periodical reports to Head Office for program and financial operations - in line with the planned schedule and budget and in accordance with Internal Rules and Procedures
- Manage human resources at the LB office (volunteers, interns, assistants) - allocates tasks and monitors the implementation of tasks and work of each of these positions
- Coordinates and implements program activities of LB Office, as well as activities on meeting all the key requirements and goals set by Strategic plan and Action plans
- Plans and implements activities related to the preparation of the Open Call for RYCO granting in accordance with the prescribed rules and procedures
- Provides assistance to applicants for all matters related to Open Call procedures in the Contracting Party where the Local Branch is placed
- Monitors the implementation of supported grants/projects during project implementation- visits "on ground" field activities and collects information on the implementation of the activities
- Collects general information related to the scope of work of RYCO (reports, publications, researches, strategic documents) and prepares material as input for RYCO Head Office for the design of program activities
- Participates in the design and implementation of regional RYCO activities, especially in the transfer of knowledge and experience among LB Offices in all Contracting Parties
- Establishes appropriate relations with the media, organizes TV appearances - in order to promote the work of RYCO, both specific thematic activities and activities related to the general work at the local and regional level

- Organizes public events - promotional - info events (press conferences, street events)
- Establishes and maintains partnerships with all key stakeholders in the Contracting Party - relevant ministries, civil society organizations, embassies, other international organizations
- Participates and attends events that are of importance for the scope of work of RYCO, as a participant, or guest panelists
- Participates in the design and creation of content that will be used for web pages and accounts on social networks (facebook, twiter, instagram) - based on the activities implemented by the LB Office
- Organizes visits of the Secretary General or Deputy Secretary General to the LB Office (organization of the work program, meetings with partners, press conferences)
- Performs other related duties as assigned

Requirements:

- Minimum three years of experience in the field of youth work and youth policy
- Thorough understanding of project/program management techniques and methods
- Good understanding of social/ political context of [*name of the Contracting Party*] and the region
- Excellent knowledge of performance evaluation and change management principles
- Excellent knowledge of MS Office; working knowledge of program/project management
- Experience and ability to work in intercultural environments
- Ability to simultaneously work on multiple projects / tasks
- Interpersonal and communication skills
- Time management skills and the ability to prioritize work
- Outstanding leadership and organizational skills
- Excellent communication skills
- Excellent problem-solving ability
- Proficient command of English
- University degree of at least three years of higher education. Advanced university degree will be considered an asset