



Reference Number: 04-021

Category: RCC WBYPL Project staff

Type of Appointment: Fixed-term

Project: Western Balkans Youth Policy Lab (WBYPL)

Location: Sarajevo

Vacancy issued: 9 April 2021

Extended Deadline for application: 27 May 2021

**Terms of Reference for Team Leader of the Western Balkans Youth Policy Lab (WBYPL)
Project of the Regional Cooperation Council Secretariat (RCC) project**

Background

The challenges confronting youth in the Western Balkans have been receiving increased attention over the past few years. This is reflected in youth issues gaining prominence in the high-level political processes in the Western Balkans. The potential of young people in the Balkans is crucial for the region's further development and a prerequisite for peaceful coexistence and reconciliation. The Sofia Priority Agenda for the EU and the Western Balkans places special emphasis on creating further opportunities for the youth, while ensuring that this contributes to the socio-economic development of the Western Balkans. The Sofia Priority Agenda calls for the establishment of a Western Balkans Youth Lab, providing space for innovative policy-making addressing the needs of young people, and tackling brain drain. The governments have also recognised the importance of addressing the issues faced by the youth in the region by developing National Youth Strategies¹ and accompanying action plans aimed at addressing the challenges of the youth.

¹ In Bosnia and Herzegovina the youth strategies are developed at entity rather than state level

With its long-term commitment to support regional cooperation in South East Europe (SEE) and the European integration of the region in the accession process, RCC has worked as a regionally owned and led framework since 2008. It works under the political guidance of the South East Europe Cooperation Process (SEECPP) to promote regional cooperation and European and Euro-Atlantic integration of SEE. RCC's activities are guided by its triannual Strategy and Work Programme and the Common Regional Market (CRM) 2021-2024 agenda that was endorsed by the Western Balkan Leaders at the Sofia Summit in 2020.

In this framework, RCC will implement an EU-funded project Western Balkans Youth Policy Lab. The main components of the project include: (i) mapping of youth policies and identification of existing support gaps in financing of youth actions in the Western Balkans, (ii) Western Balkans Youth Policy Labs, (iii) strengthening the national youth councils in the Western Balkans; (iv) participation of the Western Balkans youth in regional and international events.

The project will strive to create a longer-term structured regional dialogue between youth organisations and governments focused on jointly devising policies which will increase youth participation in decision-making, to improving the overall socio-economic environment for and mobility of youth in the Western Balkans economies through different types of activities.

Active involvement of social partners will be pursued throughout all of the Platform's activities. Through the establishment of a regional platform, beneficiaries will share their experiences, learn from others, optimise their practices and interventions, bringing them closer to the EU practice, build strong ties in the process of EU integration and prepare to be able to fully participate in and capitalise on future cooperation opportunities within the EU.

Outline of the Position

To ensure smooth implementation under the Western Balkans Youth Policy Lab project, RCC is recruiting an experienced Team Leader. The Team Leader will be directly responsible for planning, implementation, tracking and reporting of WBYPPL project, as well as for ensuring that the project deliverables are delivered on time, within budget, in line with the RCC and EC Rules and Regulations and at the required level of quality.

The Team Leader will perform a wide range of duties including the following:

1. Plan the WBYPPL project: Create and regularly update a detailed work plan in line with the project documentation which identifies and sequences the activities needed to successfully complete the project;
2. Implement and execute the project according to the project plan;
3. Ensure that the project deliverables are on time, within budget and at the required level of quality;

4. Manage project staff and/or other team members according to the established policies and practices of RCC;
5. Liaise with the national authorities, Regional Dimension Coordinators (regional organisations coordinating different sectors of SEE 2020 implementation), relevant EU institutions, and other relevant partners to ensure coordinated implementation of the activities with actors involved;
6. Monitor project progress and make adjustments as necessary to ensure successful completion of the project;
7. Prepare financial and narrative reports and supporting documentation for funders as outlined in funding agreements and in line with the RCC and EC Rules and Regulations.

The Team Leader will be based in Sarajevo, but will be required to undertake field trips related to the implementation of project activities.

Reporting

The Team Leader will directly report to the Program Department of the RCC Secretariat.

Main Responsibilities

The Team Leader will be responsible for the overall planning, implementation, tracking and reporting of WBYPL project, as well as for ensuring that the project deliverables are delivered on time, within budget, in line with the RCC and EC Rules and Regulation and at the required level of quality. Specific duties and responsibilities will include, but not be limited to:

1. Planning the WBYPL project: Creating and regularly updating a detailed work plan in line with the project documentation which identifies and sequences the activities needed to successfully complete the project
 - Create and regularly review and update detailed work plan which identifies and sequences the activities needed to successfully complete the project
 - Regularly review the project work plan with the RCC Senior Expert on Smart Growth and all other relevant stakeholders that will be affected by the project activities, revise the work plan as required to fit the needs of project beneficiaries
 - Determine and mobilise the resources (time, money, equipment, etc.) required to complete the project
 - Develop a schedule for project completion that effectively allocates resources to activities
 - Determine the objectives and measures against which the project will be evaluated at its completion

2. Implementing and executing the project according to the project plan; ensuring that the project deliverables are on time, within budget and at the required level of quality
 - Monitor the progress of the project and implementation of all activities, make adjustments as necessary to ensure successful completion of the project
 - Establish communication channels and a schedule to regularly update stakeholders, including appropriate staff in the organisation, on the progress of the project
 - Review the quality of work completed with the project team on a regular basis to ensure that it meets the project standards
3. Managing project staff and/or other team members according to the established policies and practices of the RCC
 - Manage project staff, consultants and other team members according to the established policies and practices of the organisation
 - Contract highly qualified consultants to work on the project as appropriate and in line with the RCC and EC Rules and Procedures
 - Ensure that personnel files are properly maintained in line with the RCC and EC Rules and Procedures
 - Ensure that all project personnel and consultants receive an appropriate orientation to the organisation and the WBYPL project objectives and its implementation
4. Ensuring that all project personnel and consultants have appropriate guidance to liaising with the national authorities, Regional Dimension Coordinators, relevant EU institutions, and other relevant partners to ensure coordinated implementation of the activities with actors involved
 - Establish and maintain close working relationships with all relevant partners
 - Work on the RCC relations with the national authorities and regional partners and other stakeholders, ensuring full understanding, cooperation and a perfect fit of the activities with the key needs of the RCC participants
 - Ensure full understanding, cooperation and, wherever possible, synergy of the activities with other efforts of regional and international organisations in the area
5. Monitoring the project progress and making adjustments as necessary to ensure successful completion of the project
 - Monitor all project funds according to the established accounting policies and rules in line with the RCC and EU Rules and Procedures
 - Monitor and approve all budgeted project expenditures
 - Monitor cash flow projections and report actual cash flow and variance to the RCC financial and administrative management on a regular basis (4 times a year)

6. Preparing financial and narrative reports and supporting documentation for funders as outlined in funding agreements and in line with the RCC and EC Rules and Regulations
 - Prepare project reports for the management and funders
 - Prepare financial reports and supporting documentation for funders as outlined in funding agreements

The WBYPL Team Leader will undertake other tasks as directed by the Program Department of the RCC Secretariat.

Competencies

a. Functional Competencies:

Results-based Project Development and Management: Contributes to the results through primary research and analysis

- Assesses performance to identify success factors and incorporates best practices into work
- Researches linkages across project activities to identify critical points of integration
- Monitors specific stages of project implementation

Building Strategic Partnerships: Maintaining a network of contacts

- Maintains an established network of contacts for general information sharing and to remain up-to-date on partnership related issues
- Analyses and selects materials for strengthening strategic alliances with partners and stakeholders

Innovation and Marketing New Approaches: Enhancing processes or products

- Generates new ideas and proposes new, more effective ways of doing things
- Documents and analyses innovative strategies/best practices/new approaches

Job Knowledge/Technical Expertise: Fundamental knowledge of own discipline

- Understands and applies fundamental concepts and principles of professional discipline or technical specialty relating to the position
- Possesses basic knowledge of organisational policies and procedures relating to the position and applies them consistently in work tasks
- Analyses the requirements and synthesises proposals
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- Demonstrates good knowledge of information technology and applies it in work assignments

Regional Leadership and Advocacy for RCC's Goals: Preparing information for regional advocacy

- Identifies and communicates relevant information for advocacy for RCC's goals for a variety of audiences
- Identifies and takes advantage of opportunities for advocating for RCC's mandate

Client Orientation: Establishing effective client relationships

- Researches potential solutions to internal and external client needs and reports back in a timely, succinct and appropriate fashion
- Organises and prioritises work schedule to meet client needs and deadlines.

General Representation: Representing the RCC and other tasks

- Represent the RCC at relevant meetings and conferences
- Prepare briefing documents for the RCC Secretary General, RCC Deputy Secretary General and RCC staff
- Ensure that the outputs produced within priority areas maintain high-quality standards, that reports are clear, objective and based on comprehensive data. Ensure that all his/her outputs meet required standards before completion to ensure they comply with the relevant mandates

b. Core Competencies:

- Demonstrate/safeguard ethics and integrity
- Demonstrate corporate knowledge and sound judgment
- Treat all people fairly without favouritism
- Self-development, initiative-taking
- Act as a team player and facilitate team work
- Facilitate and encourage open communication in the team, communicate effectively
- Create synergies through self-control
- Manage conflicts
- Learn and share knowledge and encourage the learning of others. Promoting learning and knowledge management/sharing is the responsibility of each employee.
- Informed and transparent decision-making

Key Requirements:

- A Master's degree or equivalent in economics, political science, social sciences, or other subject of relevance for the position;
- Knowledge and experience in managing all stages of project cycles, including financial management of the project;
- In-depth knowledge of SEE region, experience in regional cooperation in the SEE in thematic areas of WBYPL project (socio-economic environment of youth), EU enlargement and other relevant policies;
- A minimum of 7 years of professional experience in management and implementation of projects, preferably in an international environment and with knowledge and experience in SEE;

- Previous experience in managing at least one nationally and/or regionally executed project funded by the European Commission;
- Fluency in oral and written English and computer literacy; knowledge of other SEE languages and other EU languages will be considered an asset;
- Experience in managing intergovernmental processes, servicing intergovernmental bodies, supporting policy and programme development would be an asset;
- Sufficient knowledge of SEE and consolidated experience in regional cooperation;
- Strong analytical and financial skills demonstrable through previous work;
- Able to work both independently and as part of a team in a multicultural environment;
- Possess high inter-personal skills and ability to work under pressure and meet tight deadlines;
- Be able to handle managerial tasks according to the RCC internal rules and regulations;
- Excellent communication skills. The candidate will be expected to speak at conferences and meetings organised by the RCC or when invited to represent the RCC.

Location / Contract

The WBYPL Team Leader will be based in Sarajevo, but will be required to undertake field trips related to the implementation of project activities. An initial 12-month contract (probation period of three months), with the possibility of extension until end of the Project, 31 December 2022 will be concluded with the RCC Secretariat.

Application Rules

Qualified candidates are invited to send their motivation letter, CV highlighting relevant experience and three references, by **27 May 2020 by 17:00 Central European Time** via e-mail to jobs@rcc.int. **Only** shortlisted candidates will be contacted. Selection process is based on a written test and competency-based interview.

The candidate should be national of the participants of the RCC Board from South East Europe: Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Greece, Kosovo*², Montenegro, Republic of North Macedonia, Romania, Serbia, Slovenia, Turkey.

The RCC is an equal opportunity employer.

² *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.