

R Y C O

Regional Youth Cooperation Office

Selection procedure for the Secretary General of RYCO

The Secretary General shall be appointed by the Governing Board for a term of four years through a transparent procedure following an international open call for applications.

Publishing:

- The Joint Coordination Team for the implementation of RYCO will send it's final proposal for the Open Call and for the selection procedure to the RYCO Governing Board members no later than 30 November 2016.
- During it's constitutional meeting the 8 December 2016 in Tirana, the Governing Board will discuss and decide about the proposal.
- If agreed by the Governing Board, the Open Call will be published the 15 December 2016 at the RYCO - web site <http://www.roadtoryco.com/> as well as at the websites of Ministries of Youth (or equivalent) and in at least two main daily newspapers of each RYCO – Contracting Party.
- The Joint Coordination Team is responsible for publishing the Open Call at the RYCO-website, and the governmental representatives of the Governing Board members are responsible for publishing the Open Call at the websites of their institutions and it at least two daily newspapers.

Application procedure:

Candidates will be invited to send the following documents:

- Application Form
- CV (Europass CV format)
- Scanned copy of higher education degree
- Scanned passport copy
- Two written letters of recommendation
- Criminal Record Certificate

Applications should be submitted by e-mail only, to Joint Coordination Team – jctryco@gmail.com, no later than 30 December 2016 by 17:00 (Central European Time).

Selection procedure:

- At the Governing Board meeting to be held in Tirana the 8 December 2016, the Governing Board will form a Selection Committee consisting of: the six youth representatives of the GB and one governmental representative of each WB-6.
- At the Governing Board meeting to be held in Tirana the 8 December 2016 , the Governing Board will decide on: starting date of the employment of the Secretary General, handover modality and period, the amount of Secretary General salary for 2017, the legal advisor to be engaged for the preparation of the employment contract etc.

- The JCT will establish a list of all received applications, and will dispatch the applications according to the citizenship of the applicants to the related two members of each Contracting Party, for the review of the technical aspects and eligibility criteria of received applications, to be done by 10 January 2017. In case one Contracting Party would not be able to fulfill this task until 10 January 2017, this task will be delegated to the JCT.
- In case of complaints by refused applicants at the selection-level of the technical aspects and eligibility criteria, they should be addressed directly to the Selection Committee;
- The Selection Committee will review all received applications of candidates that submitted the complete application and prepare the short list of at least 5 and maximum 10 candidates, based on selection criteria, by 18 January 2017.
- The Selection Committee may decide to conduct interviews with the shortlisted candidates in the period 23 January 2017 – 25 January 2017. In such case, JCT would support the technical organization of interviews (travel and accommodation of the members of the Selection Committee and candidates).
- The Selection Committee will prepare the report for the Governing Board and recommend the best candidate no later than 25 January 2017. The Selection Committee may also decide to recommend up to three candidates.
- Governing Board members will make decision of the best possible candidate during the 2nd meeting of the Governing Board.
- Further communication with the selected candidate will be done by the Chair of the Governing Board or by another nominated/selected person