

# **R Y C O**

## **Regional Youth Cooperation Office**

### **Open Call for Applications:**

#### **Deputy Secretary General of RYCO**

The Regional Youth Cooperation Office (RYCO) is an independently functioning institutional mechanism for youth cooperation within the Western Balkans. It has been created by an Agreement signed July 4, 2016 in Paris, by the governments of Albania, Bosnia and Herzegovina, Kosovo\*, Macedonia, Montenegro and Serbia.<sup>1</sup> The mission of RYCO is:

- to support the regional exchange of youth, and their sharing of ideas, as a ground for future cooperation prospects in our region, based on the values of co-existence, tolerance and respect for human rights and diversity, as well as commitment to inclusion and security,
- to step up regional cooperation among youth and youth-dedicated institutions and ensure implementation of joint programs for young people with the focus on the principles of democratic governance, sustainable economic development, education and innovation,
- to coordinate youth cooperation in the Western Balkans

RYCO founding members are the Signatories to the Agreement on the Establishment of the Regional Youth Cooperation Office of July 4, 2016: Albania, Bosnia and Herzegovina, Kosovo\*, Macedonia, Montenegro and Serbia.

The structure of RYCO consists of a Governing Board, a Secretariat and an Advisory Board.

The Secretariat of RYCO consists of a Head Office in Tirana, Albania, and of Local Branches in each of the five other Contracting Parties. The Secretariat is made up of the Secretary General, Deputy Secretary General as well as administrative, support and program staff.

<sup>1</sup> <https://rycowesternbalkans.org/>

\* 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.

The RYCO Secretariat, and more specifically its Head Office, is in charge of:

1. Drafting the Strategic Plan and Operational Plans, in consultation with the Advisory Board,
2. Implementing the Strategic Plan and Operational Plans as approved by the Governing Board,
3. Proposing the annual RYCO Budget and its financial plan for the upcoming 3 year period,
4. All day-to-day financial issues in-line with the Financial Regulations
5. All program issues including programming, formulating and publishing calls for proposals, selection of proposals, tendering, assistance in writing applications, assistance in implementation, reviewing project reports, conducting on-the-spot checks of RYCO financed projects, and reporting,
6. Communication with donors, other than Contracting Parties, and ensuring additional financial support for RYCO in cooperation with the Chair of the Governing Board,
7. Organising and implementing promotional, visibility and dissemination activities for RYCO,
8. Organising the selection process for the staff of the Head Office and Local Branches in-line with the selection criteria and under the supervision of the Selection Committee set-up by the Governing Board,
9. Ensuring that the Financial Regulations and Rules of Procedures are complied with,
10. Coordinating the work between the Head Office and the Local Branches,
11. Publishing calls and appointing the Proposal Evaluation Committee,
12. Developing, implementing and monitoring the impact of quality control measures such as capacity buildings, trainings, research, monitoring and evaluation,
13. Preparing the meetings of the Governing Board in coordination with the Chair,
14. All other operational and administrative issues.

**RYCO is looking for a:**

### **Deputy Secretary General**

The Deputy Secretary General will assist the Secretary General in fulfilling their mandate, and will be specifically responsible to:

1. Oversee and coordinate the work of the Secretariat.
2. Ensure compliance with the Rules of Procedure and Financial Regulations by all staff within the Secretariat,
3. Coordinate the work of the Advisory Board.

The Deputy Secretary General is appointed on a 4-year mandate by consensus of the Governing Board, without possibility of extension. The Deputy Secretary General is accountable to the Secretary General and the Governing Board.

The Deputy Secretary General shall enjoy immunities and privileges which will be defined in the Host Country Agreement.

A good remuneration package is foreseen.

Candidates for the position of the Deputy Secretary General are selected through an open call and based on merit. The first Deputy Secretary General shall not be from the Host Contracting Party nor from the same Contracting Party as the Secretary General.

**Eligibility criteria:**

- Citizenship of one of the following Contracting Parties of the RYCO-Agreement: Bosnia and Herzegovina, Kosovo\*, Macedonia, Montenegro or Serbia *[excluding the Contracting Party where the Secretary General is from]*
- University degree of at least four years of higher education. Advanced university degree will be considered an asset.
- At least 5 years of work experience in a managerial capacity, in relation to youth policy and/or regional cooperation in South East Europe

**Selection criteria**

**Candidates are requested to possess the competences listed below:**

- Good management skills, leadership and team work
- Experience in financial management and budget planning and result – based management
- Experience in planning, elaboration of project proposals, project management/implementation, monitoring, evaluation and reporting
- Experience in working with multicultural and interdisciplinary teams
- Knowledge and experience in the area of regional/international cooperation
- Knowledge and experience in the area of youth policy
- Excellent verbal and written communication skills
- Proficient knowledge of English language (verbal and written). Additional regional language/s (Albanian, Bosnian, Croatian, Macedonian, Montenegrin, Serbian) will be an asset
- Proven capacity to use computerized office tools (especially MS Office applications such as Word, Excel and PowerPoint) and databases

## **Location / Contract**

The holder of the position will be based in the Head Office of the RYCO-Secretariat in Tirana. She/he could expect that up to 30% of her/his time would be spent on business-related travel. The appointment is for a four-year term. The beginning of the contract is foreseen for 28<sup>th</sup> March 2017.

## **Necessary Documents**

Candidates should enclose to application the following documents:

- Application Form (Available on <http://www.roadtoryco.com> )
- CV (Europass CV format)

\*The Europass CV template in English is available at

<http://europass.cedefop.europa.eu/documents/curriculum-vitae/templates-instructions>

- Scanned copy of higher education degree
- Scanned passport copy
- Two written letters of recommendation
- Criminal Record Certificate

RYCO is committed to achieving diversity and encourages all qualified applicants, irrespective of gender, nationality, disabilities, sexual orientation, culture, religious and ethnic backgrounds to apply.

The application form, letters of recommendation and CV must be written in English. A copy of higher education degree must be provided with a certified translation in English.

Applications can be submitted by e-mail only. If you are interested in this position and fulfill the criteria, please send your application containing all necessary documents by email to [jctryco@gmail.com](mailto:jctryco@gmail.com) no later than XX February 2017 by 17:00 (Central European Time) *[15 days after the publication of the Call]*. Applications received after the given deadline as well as those not accompanied by the necessary documents will not be considered.

Short listed candidates might be invited for an interview. If so, these interviews would be conducted in the first half of March 2017.

For general information about RYCO, please check the websites  
<http://rycowesternbalkans.org> and <http://www.roadtoryco.com>