

Regional Youth Cooperation Office

Procedure to select the Secretariat staff :

Art. 22 of the Statute stipulates that the candidates for the Secretariat staff shall be identified through an open call, and that the candidates will be selected by a Selection Committee which is set up by the Governing Board.

Procedure:

1. The Open Call for the Secretariat Staff, drafted by the Secretary General, is presented and adopted during the 4th meeting of the Governing Board, 15-16th May 2017

2. The Open Call is launched on 19th May 2017 on www.roadtoryco.com and on the governmental websites of the six Contracting Parties, and is open until 2nd June 2017

3. Different Selection Committees are constituted for the different positions:

3.1. Six Selection Committees for the Local Branch Officers in the six Contracting Parties which are each composed by

- a) the Secretary General
- b) a member of the Joint Coordination Team
- c) the youth representative in the Governing Board and a governmental representative of the Contracting Party where the local branch is situated

3.2. The Selection Committee for the Finance and Administration Officer and the Office Manager in the Head Office in Tirana which is composed by

- a) the Secretary General
- b) a member of the Joint Coordination Team
- c) one expert in this particular field chosen by the Secretary General

3.3. The Selection Committee for the Program Officer in the Head Office in Tirana is composed by

- a) the Secretary General
- b) a member of the Joint Coordination Team
- c) one expert in this particular field chosen by the Secretary General

3.4. The Selection Committee for the Communication Officer in the Head Office in Tirana is composed by

- a) the Secretary General
- b) a member of the Joint Coordination Team
- c) one expert in this particular field chosen by the Secretary General

4. The Selection Committees establishes a short-list of three candidates for each position until 9th June 2017. Video-Interviews are conducted between 12th and 14th June 2017. Within the Selection Committees, the final decisions are taken on 16th June 2017 by the Secretary General, in consultation with the other members of the Committees. The beginning of the contracts is foreseen for 1st July 2017.

5. For the position of Finance and Administration Assistant, the selection process takes place in July 2017. The Selection Committee will be composed by the Secretary General, the Deputy Secretary General and the Finance and Administration Officer. The beginning of the contract is foreseen for 1st August 2017.