

Regional Youth Cooperation Office

Open Call for Applications :

- Finance and Administration Officer (Head Office in Albania)
- Office Manager (Head Office in Albania)
- Programme Officer (Head Office in Albania)
- Communication Officer (Head Office in Albania)
- Finance and Administration Assistant (Head Office in Albania)
- Local Branch Officer Albania (Head Office in Albania)
- Local Branch Officer Bosnia and Herzegovina (Local branch in Bosnia and Herzegovina)
- Local Branch Officer Kosovo* (Local branch in Kosovo*)
- Local Branch Officer Macedonia (Local branch in Macedonia)
- Local Branch Officer Montenegro (Local branch in Montenegro)
- Local Branch Officer Serbia (Local branch in Serbia)

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.¹ 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,

¹ <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.

→ 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.

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.

The Local Branches are in charge of:

1. Representing RYCO at the level of the Contracting Party where they are located in coordination with the Head Office,
2. Implementing the Strategic Plan and Operational Plans for the Contracting Party, in coordination with the Head Office,

3. Providing assistance in project application, implementation and reporting for Project Implementing Parties in the Contracting Party where it is located.
4. Conducting follow up activities and on-the-spot checks towards Project Implementing Parties in coordination with the Head Office.
5. Coordinating promotion, visibility and dissemination activities for the Contracting Party where it is located in coordination with the Head Office,
6. Producing and submitting program, operational and financial reports to the Secretary General as set out in the Rules of Procedure.

RYCO is looking for a:

- Finance and Administration Officer (Head Office in Albania)

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.

- Office Manager (Head Office in Albania)

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.

- Programme Officer (Head Office in Albania)

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.

- Communication Officer (Head Office in Albania)

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

- Finance and Administration Assistant (Head Office in Albania)

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.

- Local branch Officer Albania (Head Office in Albania)

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.

- Local branch Officer Bosnia and Herzegovina (Local branch in Bosnia and Herzegovina)

The Local Branch Officer will be in charge to organize the work of the Local Branch Office based in Bosnia and Herzegovina, coordinate and implement program activities and to follow RYCO-projects implemented within Bosnia and Herzegovina.

- Local Branch Officer (Local branch in Kosovo*)

The Local Branch Officer will be in charge to organize the work of the Local Branch Office based in Kosovo*, coordinate and implement program activities and to follow RYCO-projects implemented within Kosovo*.

- Local Branch Officer Macedonia (Local branch in Macedonia)

The Local Branch Officer will be in charge to organize the work of the Local Branch Office based in Macedonia, coordinate and implement program activities and to follow RYCO-projects implemented within Macedonia.

- Local Branch Officer Montenegro (Local branch in Montenegro)

The Local Branch Officer will be in charge to organize the work of the Local Branch Office based in Montenegro, coordinate and implement program activities and to follow RYCO-projects implemented within Montenegro.

- Local Branch Officer Serbia (Local branch in Serbia)

The Local Branch Officer will be in charge to organize the work of the Local Branch Office based in Serbia, coordinate and implement program activities and to follow RYCO-projects implemented within Serbia.

The detailed job descriptions and requirements for each position can be found on the website www.roadtoryco.com

The candidates for the Secretariat staff shall be selected through an open call. The candidates shall be evaluated and employed based on merit, and should reflect the diversity of the RYCO Contracting Parties: Albania, Bosnia and Herzegovina, Kosovo*, Macedonia, Montenegro and Serbia. Especially for the Head Office applications from different Contracting Parties are encouraged. 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 beginning of the contracts is foreseen for 1st July 2017, except for the position of Finance and Administration Assistant where the beginning of the contract is foreseen for 1.8.2017

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

→ Criminal Record Certificate

→ Two written letters of recommendation

The application form, letters of recommendation and CV must be written 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 no later than 2nd June 2017 by 18:00 (Central European Time). 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 June 2017.

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