

**Position:** Director of Operations

**Work base:** RYCO HO, Tirana, Albania

**Expected date of the contract:** October 2019

**Duration of the contract:** 3 years with possibility of extension

**Status in RYCO:** Core Staff

**Background:**

For the background, please click [here](#).

**Job Description:**

The Director of Operations manages all members of RYCO's operational staff, ensuring the delivery of RYCO's operations at a consistent high level of quality, in line with guidance provided by RYCO's Governing Board and agreements made with funding partners, and in compliance with all applicable rules and regulations, thus contributing to the implementation of RYCO's Strategic Plan. S/he upholds and continuously advances RYCO's institutional and organisational excellence. S/he ensures that RYCO's Operations team performs with optimal effectiveness and at highest professional standards. S/he supports staff in achieving their optimal professional potential in line with RYCO's organizational and management culture. S/he directly reports to the Deputy Secretary General and works in concert with the Director of Programs and the Secretary General to ensure optimal coordination and cooperation within RYCO, in compliance with RYCO policy. All duties performed by Director of Operations must be in line with RYCO internal rules and procedures.

**Main responsibilities:**

- Supports the Deputy Secretary General in developing, proposing, implementing, enforcing and evaluating internal policies and procedures in concert with the Director of Programmes;
- Manages the team responsible for all aspects of RYCO's operations (finance, admin, procurement, human resource management) in compliance with all prevailing and applicable rules and procedures, and in line with RYCO's Strategy and Action Plan;
- Uses RYCO's *Management by Objectives* system to assess, support and advance the performance of the team members;
- Ensures that all external relations relevant to RYCO operations (e.g. auditors, experts, suppliers etc.) are handled according to RYCO's applicable rules and procedures, in concert with the Director of Programmes;
- Manages all aspects of human resources in line with RYCO's staff regulations and other applicable rules and procedures;
- Prepares and presents annual budgets in view of RYCO strategy and plans, in concert with the Director of Programmes, prepares projections of required resources (both financial and capacities), and regularly updates the Secretary General and Deputy Secretary General on resources available and required; ;
- Manages the internal auditing of RYCO expenditures, and supports all external audit processes;
- Supports RYCO's resource mobilization and fundraising activities through resource forecasting, and by systematically building RYCO's operational priority needs into new proposals, in concert with the Director of Programmes;

- Provides support to the Deputy Secretary General, and works in close cooperation with her/him to ensure effective leadership of the organization;
- Works in concert with the Director of Programmes to facilitate the programmatic, legislative and financial integrity of the organization, and ensures that RYCO functions to the highest standards of professional ethics;
- Directly supervises the Finance Manager, to ensure that the finance team performs well and manages finance/administration timely, in high quality and in line with organizational standards, donor requirements and programmatic objectives;
- Directly supervises the Administration and Contracts Officer, to ensure performance, and that RYCO's contracting and procurement is done timely, in high quality and in line with organizational standards, donor requirements and programmatic objectives;
- Prepares the annual financial reports;
- Validates all contractual and financial documents before submitting them to the Secretary General and Deputy Secretary General.

#### **Requirements:**

- Nationality of one of the RYCO Contracting Parties;
- Bachelor degree in economy, finances, business and management or related field;
- At least five years of professional experience in senior managerial positions in administrative and finance management departments of International/Regional/Governmental or Non-governmental organizations;
- Sound understanding of WB 6 context (legislation and practices regulating the areas of finances, taxation, procurement, labour laws, contracting, etc.);
- Demonstrated ability to work in intercultural environment;
- Experience with human resource management;
- Strong interpersonal skills;
- Diplomatic communication style and solid negotiation skills;
- Solution-oriented and strategic mind set;
- Proven ability to identify organisational needs and to develop measures on how to address them;
- Demonstrated conscientiousness and diligence in regard to legal frameworks and organisational standards;
- Proficiency in English;
- Knowledge of Albanian, Bosnian, Croatian, Macedonian, Montenegrin or Serbian would be an asset;
- Excellent knowledge of MS Office;
- Proficient user of all MS office programmes and familiar with (or willing to learn) accounting software ;
- Experience with managing large scale projects focusing on youth, intercultural understanding and reconciliation will be an asset;
- Previous experience/familiarity with UN agencies, EU funded projects and bilateral donors is desirable.

Interested and qualified candidates need to enclose following documents:

- RYCO application form (Indicating the position for which you are applying for)
- CV (Europass CV format)
- Scanned copy of higher education degree
- Scanned passport copy
- Two recommendation letters

RYCO application form, the recommendation letters and the Europass CV must be in English. Additional documents will be required for shortlisted candidates.

**Applications can be submitted by e-mail only to [recruitment@rycowb.org](mailto:recruitment@rycowb.org) no later than 20 September 2019.**

Only shortlisted candidates will be notified on the next selection steps.