

Position: Office Assistant

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 Office Assistant performs a broad range of secretarial functions, logistical assistance and Human Resource management support to the RYCO leadership and RYCO staff, notably the Secretary General (SG) and the Deputy Secretary General (DSG), thus contributing to the efficient operation of the organization, as detailed in the RYCO Strategic Plan, in regards to the upholding the RYCO institutional and organisational excellence.

All duties performed by Office Assistant must be in line with RYCO internal rules and procedures.

Main responsibilities:

- Assists SG and DSG in managing their calendars, scheduling meetings and organizing their travels;
- Drafts meeting invitations and agendas, and takes minutes of the meetings with partners and stakeholders, as well as internal meetings when tasked and prepares respective meeting reports;
- Provides assistance to the SG and the DSG by dealing with the logistics of Governing Board and Advisory Board meetings. Assumes secretarial role of these meetings by ensuring that all Board members receive meeting materials on time; takes minutes during Board meetings and prepares meeting reports for circulation with Board members;
- Keeps track of holiday planning, compensation days, sick leave, other leave as foreseen in the staff regulations and public holidays taken by of all RYCO staff members;
- Drafts correspondence on behalf of the RYCO leadership, reviews documents vis-à-vis compliance with Internal Rules and Procedures prior to submission for final approval and signature (e.g. memoranda, notes, information circulars, etc.);
- Assists the SG and DSG in the coordination and communication with all staff;
- Maintains file records (both paper and electronic) on administrative issues;
- Provides general office support (arranging cleaning, catering and security services);
- Coordinates administrative services, organises office layout and orders stationery and equipment;
- Provides assistance and support in the overall administration of the RYCO Secretariat;
- Coordinates and manages translation requests;
- Liaises with administrative staff accounts and payment to vendors and individual contractors for services;
- Coordinates physical space planning, identification of office technology needs and maintenance of equipment, software and systems;
- Provides general support to visitors;
- Performs other related duties as assigned.

Requirements:

- Nationality of one of the RYCO Contracting Parties;
- University degree of at least three years of higher education;
- Minimum three years of proven experience in office management and administration;
- Excellent knowledge of MS Office;
- Familiarity with email scheduling tools;
- Time management skills and ability to prioritize work;
- Attention to detail and problem solving skills;
- Excellent written and verbal communication skills;
- Good organisational and planning skills;
- Experience and ability to work in intercultural environments;
- Strong interpersonal and communication skills;
- Proficient command of English;
- Knowledge of Albanian, Bosnian, Croatian, Macedonian, Montenegrin or Serbian would be an asset;
- Previous experience/familiarity with UN agencies, EU funded projects and major 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
- One recommendation letter

RYCO application form, the recommendation letter 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 no later than 20 September 2019.

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