

Position: Administrative Mentor

Work base: RYCO Head Office, Tirana, Albania

Contract duration: August-December 2020 (80 working days, with possibility for extension)

Expected beginning of the contract: August 2020

Supported by: The Ministry of Foreign Affairs of the Republic of Poland

Background

RYCO is an intergovernmental organization that stewards and promotes regional, cross-border and intercultural cooperation within and among its six Western Balkans (WB) 6 contracting parties. The Agreement on Establishment of RYCO was signed by the WB6 Contracting Parties Prime Ministers on WB Summit held in Paris, on 4 July 2016, within the Berlin Process. RYCO's unique governance system brings together government and civil society representatives to ensure young people are represented at all levels within the organization. RYCO is represented in all the six Contracting Parties through the Local Branch Offices, while its Head Office is the organizational hub situated in Tirana.

Job description

The Administrative Mentor is responsible to support RYCO staff by providing technical advice on administrative processes and procedures. S/he shall be in charge to ensure the efficiency of the operations within the organization, to consult on daily issues, as well as to oversee the day to day administrative tasks in a meaningful way. The Administrative Mentor should be highly organized, solution oriented and tech-savvy. S/he works under the direct supervision of the Director of Operations.

Duties and responsibilities

The administrative mentor shall perform the following:

- Provide technical administrative advice and mentoring for the Head Office staff and Local Branch Offices;
- Closely support the staff in charge for the management of the office;
- Handle various administrative activities and ensuring follow up of processes;
- Provide support and advice for internal rules and regulations for the functioning of the organization;
- Configure capacity building system by developing and improving the current state of play;
- Update administrative systems to make them more efficient;
- Develop administrative staff by providing information and experiential growth opportunities;
- Performs other duties and tasks assigned by the supervisors related to his/her position.

Requirements

- University degree in social sciences, business-administration, law and/or similar;
- At least 3 years of experience in similar positions;
- Albanian citizen;
- Excellent time management skills and ability to prioritize;
- Proven experience in administrative mentoring and office management;
- Experience and ability to work in intercultural environments;
- Strong interpersonal and communication skills;
- Proficiency in English;
- Knowledge of Bosnian, Croatian, Macedonian, Montenegrin, Serbian languages will be an asset;
- Excellent analytical and computer skills in MS Office applications.

Interested and qualified candidates need to enclose the following documents to the application:

- Scanned copy of higher education degree
- Scanned passport copy
- [Europass CV](#) (must be in English)
- Letter of Interest
- Financial Offer (daily fee)

Applications can be submitted by e-mail only.

If you are interested to apply for this assignment and you fulfill all the criteria, **please send your application containing all necessary documents by email to recruitment@rycowb.org no later than 14 July 2020, 17:00 (CET).**

NOTE: RYCO may require from candidates to conduct a verbal/video interview.