

## Terms of Reference

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**Position:** Junior Legal Officer

**Working Place:** RYCO Head Office, Tirana, Albania

**Timeframe:** January 2021– September 2021 (with the possibility of extension)

**Expected start of the assignment:** January 2021

**Status in RYCO:** Project Staff

**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 of youth within and among its six Western Balkan (WB) Contracting Parties. The Agreement on Establishment of RYCO was signed by the WB six Prime Ministers at the Paris Summit, 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. Its Local Branch Offices ensure RYCO is represented in all the six Contracting Parties, while its Head Office is the organizational hub situated in Tirana.

### **Job Description:**

Under the supervision of the Senior Legal Officer, you will support RYCO Headquarters and Local Branch Offices in matters relating to legal opinions, legal research, contracts and compliance. In addition, you will verify a variety of contracts coming from RYCO departments, suppliers and subcontractors.

### **Main responsibilities:**

- Collect, examine, and organize legal documents for the preparation of legal drafts such as opinions and legal notes;
- Draft and proofread correspondence and legal documents, such as contracts, partnership and suppliers' agreements and memorandums in strict confidentiality;
- Research regulations, laws, and legal articles concerning all 6 Contracting parties to assist with the preparation of legal reviews, reports and provide legal advice;
- Solve and follow up on legal issues to ensure that the best possible service can be offered to your stakeholders in close cooperation with the Senior Legal Officer;
- Adopt a result oriented attitude by guiding all stakeholders and offering them the most appropriate solution and excellent service;
- Communicate with partners, beneficiaries and colleagues to schedule meetings and interviews;
- Manage, organize, and maintain documents in paper or electronic filing systems;
- Provide general administrative assistance, such as making arrangements and keeping correspondence;
- Stay informed about professional knowledge and technical skills in the area of Legal in order to maximize your professional knowledge and to apply it within the organization in the best possible manner;
- Perform any other administrative task.

**Requirements:**

- Bachelor degree in Law;
- 2-5 years of experience as a junior legal officer, Legal Assistant, Attorney (preferably in a law firm or in a corporate legal department);
- Detail-oriented and highly organized;
- Excellent verbal and written communication skills;
- Proficient command of English; Knowledge of English legal terms is an advantage;
- Ability to work independently, manage large workloads, and keep tight deadlines;
- Time management skills and ability to prioritize work;
- Excellent problem-solving ability;
- Highly motivated, responsible, self-directed, resourceful and flexible;
- Strong knowledge of Microsoft Office, including Word, Excel, and Outlook.

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

- [Application Form](#) (Please indicate in your Application Form the position you are applying for);
- CV ([Europass](#) CV format);
- Scanned copy of higher education degree;
- Scanned passport copy;
- One recommendation letter.

The 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.

If you are interested to apply for this position and you fulfill all the criteria, please send your application containing all necessary documents by email to [recruitment@rycowb.org](mailto:recruitment@rycowb.org) no later than **8 January 2021**.

Only shortlisted candidates will be contacted.