



Position: Deputy Secretary General

Work base: RYCO Head Office, Tirana, Albania

Mandate duration: Four years, with no possibility of extension

Expected employment start date: June, 2021

Application deadline: 6 April 2021, at 17:00 Central European Time (CET).

Background:

Regional Youth Cooperation Office (RYCO) is an independently functioning institutional mechanism, founded by the Western Balkans six participants (WB6): Albania, Bosnia and Herzegovina, Kosovo*, Montenegro, North Macedonia and Serbia, aiming to promote the spirit of reconciliation and cooperation between the youth in the region through youth exchange programs. The Agreement on the Establishment of RYCO was signed by the WB6 Prime Ministers at the Paris Summit, on 4 July 2016, within the Berlin Process.

The RYCO's mission is:

- Supporting 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;
- Stepping 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,
- Coordinating youth cooperation in the Western Balkans.

The RYCO's structure is composed of:

- The Governing Board;
- The Secretariat, and
- The Advisory Board.

The Secretariat of RYCO consists of the Head Office, as the organizational hub situated in Tirana, Albania and the Local Branch Offices, which ensure RYCO is represented in all the six Contracting Parties. RYCO's unique governance system brings together government and civil society representatives to ensure young people are represented at all levels within the organization.

For more details on RYCO, please click [here](#).

* This designation is without prejudice to position on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence.

The role of the Deputy Secretary General:

The Deputy Secretary General is accountable to the Secretary General and the Governing Board.

The Deputy Secretary General supports the Secretary General in leading RYCO. S/he co-represents RYCO at the highest level in terms of its vital relationship with partners, funders and other key stakeholders. S/he co-initiates and negotiates international agreements on RYCO's behalf, with the approval of the Secretary General. The Deputy Secretary General ensures that RYCO operations are managed optimally in compliance with all prevailing and applicable rules and procedures. The Deputy Secretary General co-leads the organization's efforts in influencing policy change as determined by RYCO core documents and strategy. The Deputy Secretary General co-leads the strategic development and planning processes that are required to ensure the delivery of RYCO's Mission. S/he provides direct support to the Secretary General in promotion and implementation of RYCO Strategic Plan, in regards to the upholding the RYCO institutional and organizational excellence, supporting regional cooperation, mobility and exchange and contributing to the enabling regional social and political environment for promotion of youth cooperation. All duties performed by the Deputy Secretary General must be in line with RYCO internal rules and procedures.

Main responsibilities:

- Supports and advises the Governing Board in its governance and oversight role in concert with the Secretary General;
- Supports, advises and chairs the Advisory Board in its advisory role;
- Oversees and coordinates the work of the Secretariat in coordination with the Secretary General;
- Ensures compliance with the Rules of Procedure and Financial Regulations by all staff within the Secretariat;
- Co-designs and delivers RYCO's resource mobilization and fundraising activities in concert with the Secretary General, and with the support and cooperation with the Governing Board;
- Organizes and facilitates the annual review of the level of achievement of performance targets;
- Directly supervises the Director of Operations and uses the RYCO Management by Objectives system to ensure that the program achieves its stated objectives. S/he works in concert with the Secretary General in this regard;
- In concert with Secretary General, co-leads the strategic development and planning processes that are required to ensure the delivery of RYCO's Mission;
- Supports and advises the Governing Board in its governance and oversight role;
- Provides support to the Secretary General, and works in close cooperation with her/him in ensuring the effective leadership of the organization;
- Assists the Secretary General in setting the annual performance targets, in line with the RYCO Management by Objectives system;
- Represents RYCO in the official events on behalf of the Secretary General.

Eligibility criteria:

- Nationality of one of the WB6¹ Contracting Parties;
- Bachelor degree in humanities, social or political sciences or related field;
- At least six years of professional experience in senior managerial positions within International/Regional/Governmental or Non-governmental organizations.

¹ Since the upcoming Secretary General is from North Macedonia, referring to Article 25/4 of the RYCO Statute, the citizens of North Macedonia are not eligible for this call.

Skills and Competencies

- Proven track record in regional cooperation initiatives with public sector counterparts and civil society activists;
- Good understanding of WB6 context (social, economic and political environment);
- Previous experience in youth, intercultural and reconciliation related projects will be an asset;
- Previous experience/familiarity with UN agencies, EU funded projects and major bilateral donors is desirable;
- Experience and ability to work in intercultural environment;
- Good level of conceptual, strategic thinking;
- Good organizational, research, negotiation and analytical capabilities;
- Ability to identify, obtain and analyze information from a variety of sources;
- Results-oriented;
- Proficiency in English;
- Knowledge of Albanian, Bosnian, Croatian, Macedonian, Montenegrin or Serbian would be an asset;
- Good analytical and computer skills.

What we offer

- The Deputy Secretary General shall enjoy immunities and privileges as defined in the Host Country Agreement;
- A competitive remuneration package;
- An international, dynamic and inclusive working environment.

Terms of Contract

- The position is full-time and based in Tirana, Albania;
- Around 30% of her/his time would be spent on business-related travel;
- The mandate of the Deputy Secretary General is four years, with no possibility of extension.
- The employment is foreseen to start in **June 2021**.

How to apply

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

- [Application Form](#);
- CV ([Europass](#) CV format);
- Scanned copy of higher education degree;
- Scanned passport copy;
- Criminal record certificate;
- Two recommendation letters.

The application form, recommendation letters and Europass CV must be submitted in English language. The copy of higher education degree and the criminal record certificate should be provided with a certified translation into English. The application package should be exclusively submitted in an electronic format to the following e-mail address: recruitment@rycowb.org no later than **Tuesday, 6 April 2021 at 17:00 CET**. In the subject line of your email please state you are applying for the position of Deputy Secretary General.

Applications received after the given deadline as well as those not accompanied by the necessary documents will not be considered.

Candidates should be available for interviews during the last week of April 2021 and/or first week of May 2021. *Only shortlisted candidates will be contacted for the interview phase.*

Disclaimer:

RYCO is an equal opportunity employer and welcomes the applications of all qualified candidates irrespective of their race or ethnic origin, opinions or beliefs, gender, sexual orientation, health or disabilities.

Since the upcoming Secretary General is from North Macedonia, referring to Article 25/4 of the RYCO Statute, the citizens of North Macedonia are not eligible for this call.

RYCO reserves the right to cancel the recruitment process. In no event shall the RYCO be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of the recruitment process.