

Terms of Reference

Position: Senior Human Resources Officer

Work base: RYCO Head Office, Tirana, Albania

Contract duration: September 2021 – December 2021 (with possibility for extension)

Expected beginning of the contract: September 2021

Status in RYCO: Project Staff

Supported by: Swedish International Development Cooperation Agency

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.

With the support of the Swedish International Development Cooperation Agency (SIDA), RYCO is implementing an institutional support and capacity building project which aims at increasing RYCO's organizational sustainability and efficiency by strengthening management, operation systems and structures. Through this institutional grant, RYCO seeks to further develop a strategic transition towards a consolidated mid-sized intergovernmental organization that can deliver to the highest standards in compliance with its vision, mission and expectations.

Job Description:

The Senior Human Resource Officer nurtures a positive working environment and promotes equality and diversity in compliance with the RYCO values. He/she will be administrating the HR policies and procedures in line with the local legislations and RYCO's regulations as well as be responsible for further development and implementation of the RYCO HR system, under the guidance of the Director of Operations. Moreover, he/she will ensure that performance evaluations are conducted as per the Management by Objectives (MbO) system and the process is completed in line with the policies and procedures in force. He/she will identify and manage training and development needs for RYCO staff. The Senior HR Officer will be directly accountable to the Director of Operations (DO).

Main responsibilities:

- Recruitment and on-boarding:
 - Coordinates the whole recruitment cycle ensuring the process is in line with RYCO policies;
 - Supports the preparation of job advertisements and job descriptions; Assists the Head of Local Branch Office in planning and implementation of activities in all phases of the RYCO;

- Performs first screening of applicants, prepares written test and interview questions; organizes and attends interviews, supporting selection panels throughout the process;
- Performs reference check, and prepares employment offers;
- Coordinates general on-boarding processes and directly conducts HR orientation on relevant policies and procedures.
- Personnel administration:
 - Ensures that employment contracts are prepared and processed in a timely manner and that new hires receive adequate information regarding their administrative set-up;
 - Ensures that personnel administration duties (leave management, opening and maintenance of personnel files, payroll inputs) are performed adequately;
 - Ensures leavers off-boarding process is done as per policies in place;
 - Performs “exit interviews” with outgoing staff members (in concert with their line managers).
- Performance management & professional development
 - Provides guidance regarding the use of the Management by Objectives (MbO) system; provides internal advice (on demand) to managers and staff regarding the setting of objectives;
 - Attends performance reviews and assists line managers in conducting them when needed;
 - Ensures all performance reviews are conducted in a timely manner and documented;
 - Generates analysis of the performance reviews results and communicate them to the Director of Operations and leadership;
 - Assists in organizing and follow up regarding internal learning/professional development, in line with the MbO cycle.
- HR planning
 - Provides senior management with advice and inputs regarding HR, including regarding compensation and HR planning (e.g. budget inputs regarding staffing and professional development needs).
- Development and implementation of HR policy
 - Ensures that applicable internal HR rules are consistently applied throughout the organization, and provides adequate guidance to staff members in this regard;
 - Suggests improvements to RYCO’s HR policy and tools to the senior management, and performs annual revision of HR policies;
 - In concert with the Director of Operations, provides feedback to external experts hired by RYCO to further develop RYCO’s HR system and tools;
 - Nurtures a positive working environment;
 - Promotes RYCO as an employer (in concert with Communications) and fosters the recognition of achievements internally;
 - Ensures that staff complains are handled adequately and with utmost integrity;
 - Assist the Director of Operations in implementing staff Health and Safety requirements;
 - Performs any other duty outlined by RYCO’s HR policy and any other task assigned by the Director of Operations.

Requirements:

- Bachelor's degree in a relevant field such as: public administration, law, social sciences and related field;
- MSC degree in HR or relevant certification is an asset;
- At least 7 years of Human Resources Management experience, preferably in an NGO, international/regional organization or donor agency;
- Demonstrated experience in managing people directly would be desirable;
- Demonstrated familiarity with RYCO's core mandate and donor-funded projects;
- Familiarity with RYCO's operational context;
- Experience and ability to work in intercultural environments;
- Excellent communication and interpersonal skills;
- High integrity, discretion and flexibility;
- Facilitation and conflict resolution skills;
- Experience with setting up HR policies would be an asset;
- Experience with enabling learning/professional development of others would be an asset;
- Nationality of one of the RYCO Contracting Parties (Albania, Bosnia and Herzegovina, Kosovo*, Montenegro, North Macedonia and Serbia)
- Proficiency in English.

Interested and qualified candidates need to enclose 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;
- Two written recommendation letters.

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 no later than 20 August 2021.

Only shortlisted candidates will be invited for interview.