



## Terms of Reference

**Position:** Human Resources Manager

**Work base:** RYCO Head Office, Tirana, Albania

**Contract duration:** 12 months (with the possibility of extension)

**Expected beginning of the contract:** August 2023/September 2023

**Status in RYCO:** Core Staff

**Supported by:** Ryco Budget

## 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 the 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.

## Position: Human Resources (HR) Manager

General responsibility: responsible for employment policies and procedures, overseeing payroll and rewards and recognition programs as well as administering employee-benefit programs, the HR Manager role involves finding, screening, recruiting new job applicants and developing training and development programs for all employees

### Job Description

The Human Resources (HR) Manager is acting as advisory body and key responsible RYCO employee for all matters related to HR. S/he is overseeing and coordinating all HR matters within RYCO, ensuring smooth compliance of the HR policy. S/he is responsible for the proper processing of recruitment processes. S/he is incorporating innovations and changes and makes them available as a working basis for decision-making of the Management Committee.

S/he is reporting to the Secretary General.

### Main responsibilities

- Advising all employees alike on HR related matters.
- Coordinating of recruitment processes based on all legal, contractual, social and corporate policy requirements.
- Ensuring implementation and compliance of the HR policy.
- Ensuring the implementation of performance reviews, capacity development of staff and other HR management tools.
- Ensuring knowledge management.
- Developing solutions to questions and fundamental problems.
- Formulating decision-making bases, unifying procedures, and instruments.



## Terms of Reference

- Ensuring the introduction of new staff members to their rights and obligations.

The holder of the position agrees to take on activities to an appropriate extent that are not within the scope of the tasks resulting from the functional description.

This position is allocated to remuneration level G3.

### Requirements:

- Bachelor's degree in a relevant field such as public administration, law, or social sciences and related fields; MSC degree in HR or relevant certification is preferred;
- 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;
- In-depth knowledge of human resources principles, practices, and employment laws.
- Strong understanding of talent acquisition, performance management, employee engagement, and training and development;
- Experience and ability to work in intercultural environments;
- Excellent communication and interpersonal skills with the ability to build relationships and collaborate with individuals at all levels of the organization;
- High integrity, discretion, and flexibility;
- Facilitation and conflict resolution skills;
- Experience with setting up HR policies would be an asset;
- Nationality of one of the WB 6 Contracting Parties;
- Proficiency in English.

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;
- 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 fulfil all the criteria, please send your application containing all necessary documents by email to [recruitment@rycowb.org](mailto:recruitment@rycowb.org) no later than 15 July 2023.

Only shortlisted candidates will be invited for an interview.