



Terms of Reference

Position: Operations Manager

Work base: RYCO Head Office, Tirana, Albania

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

Expected beginning of the contract: October 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: Operations Manager (OM)

General responsibility: Ensuring the delivery and quality of RYCO's operations

Job Description

The Operations Manager (OM) is upholding and continuously advancing RYCO's institutional and organisational excellence. S/he is ensuring that RYCO's operations team performs with optimal effectiveness and at highest professional standards.

S/he is reporting to the Deputy Secretary General.

Main responsibilities

- Responsible for overseeing the daily RYCO operations, making sure services and activities are implemented cost efficiently and according to procedures
- Ensuring that all external relations relevant to RYCO operations (e.g., auditors, experts, suppliers etc.) are handled according to RYCO's applicable rules and procedures.
- Supports the SG and DSG in developing, proposing, implementing, enforcing and evaluating internal policies and procedures
- Provides support to SG and DSG, and works in close cooperation with her/him to ensure effective leadership of the organization
- Works in concert with the head of program to facilitate the programmatic, legislative, and financial integrity of the organization, and ensures that RYCO functions to the highest standards of professional ethics



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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 degree and MSC in economy, finances, business and management or related field;
- At least five years of professional experience in senior managerial positions in administrative and finance management departments of International/Regional/Governmental or Non-governmental organizations;
- Sound understanding of WB 6 Contracting Parties context (legislation and practices regulating the areas of finances, taxation, procurement, labor laws, contracting, etc.);
- Proven ability to identify organisational needs and to develop measures on how to address them; Demonstrated conscientiousness and diligence in regard to legal frameworks and organisational standards;
- Demonstrated ability to work in an intercultural environment; Experience with managing large scale projects focusing on youth, intercultural understanding and reconciliation will be an asset;
- Previous experience/familiarity with UN agencies, EU funded projects and bilateral donors is desirable;
- Experience with human resource management, strong interpersonal skills; Diplomatic communication style and solid negotiation skills; Solution-oriented and strategic mind set;
- Knowledge of Albanian, Bosnian, Croatian, Macedonian, Montenegrin and/or Serbian would be preferred;
- Proficient user of all MS office programmes and familiar with (or willing to learn) accounting software ;
- 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 no later than **21 September 2023**.

Only shortlisted candidates will be invited for an interview