



Position: Office Assistant
Vacancy ref: HR096
Work base: RYCO HO, Tirana, Albania
Contract duration: 12 Months (Maternity Cover)
Expected start: 1 November 2023
Application deadline: 5 October 2023

About RYCO:

RYCO is an intergovernmental organization that stewards and promotes regional, cross-border and intercultural cooperation within and among the Western Balkans (WB) 6 Contracting Parties. The Agreement on establishment of RYCO was signed by the WB 6 Contracting Parties Prime Ministers on WB Summit held in Paris, 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 summary:

The Office Assistant performs a broad range of secretarial functions and logistical assistance support to the RYCO leadership and RYCO staff, notably the Secretary General (SG) and the Deputy Secretary General (DSG), thus contributing to the efficient operation of the organization, as detailed in the RYCO Strategic Plan, in regards to the upholding the RYCO institutional and organizational excellence. All duties performed by Office Assistant must be in line with RYCO internal rules and procedures.

Responsibilities:

- Assists SG and DSG in managing their calendars, scheduling meetings and organizing their travels;
- Drafts meeting invitations and agendas, and takes minutes of the meetings with partners and stakeholders, as well as internal meetings when tasked and prepares respective meeting reports;
- Provides assistance to the SG and the DSG by dealing with the logistics of Governing Board and Advisory Board meetings. Assumes secretarial role of these meetings by ensuring that all Board members receive meeting materials on time; takes minutes during Board meetings and prepares meeting reports for circulation with Board members;
- Keeps track of holiday planning, compensation days, sick leave, other leave as foreseen in the staff regulations and public holidays taken by of all RYCO staff members;

- Drafts correspondence on behalf of the RYCO leadership, reviews documents vis-à-vis compliance with Internal Rules and Procedures prior to submission for final approval and signature (e.g. memoranda, notes, information circulars, etc.);
- Assists the SG and DSG in the coordination and communication with all staff;
- Maintains file records (both paper and electronic) on administrative issues;
- Provides general office support (arranging cleaning, catering and security services);
- Coordinates administrative services, organizes office layout and orders stationery and equipment;
- Provides assistance and support in the overall administration of the RYCO Secretariat;
- Coordinates and manages translation requests;
- Liaises with administrative staff accounts and payment to vendors and individual contractors for services;
- Coordinates physical space planning, identification of office technology needs and maintenance of equipment, software and systems;
- Administrating Google Workplace and Zoom accounts
- Logistics about official car
- Provides general support to visitors;
- Performs other related duties as assigned.

Requirements:

- Proven experience in office management and administration;
- Knowledge of office administration, responsibilities and procedures;
- Proficiency in MS Office (MS Excel and MS Outlook, in particular);
- Familiarity with email scheduling tools;
- Excellent time management skills and ability to multi-task and prioritize work;
- Attention to detail and problem solving skills;
- Excellent written and verbal communication skills;
- Strong organizational and planning skills in a fast-paced environment;
- Experience and ability to work in intercultural environments;
- Ability to simultaneously work on multiple projects/tasks;
- Strong interpersonal and communication skills;
- Time management skills and the ability to prioritize work;
- Proficient command of English;
- University degree of at least three years of higher education;
- Additional qualification as an Administrative assistant or Secretary will be an asset;
- Previous experience/familiarity with UN agencies, EU funded projects and major bilateral donors is desirable.

How to apply:

To be considered for this position, please send the application materials via email, with the subject line “**HR096 Office Assistant**” to recruitment@rycowb.org no later than **October 5th, 2023**. All applications **MUST** include:

- ✓ [Application Form](#) (completed in English language)
- ✓ [Europass CV](#) format (completed in English language)
- ✓ A scanned copy of your academic qualification
- ✓ A scanned passport copy
- ✓ Two written reference letters from previous employers

Only the shortlisted candidates will be contacted for the next recruitment stage. The successful candidate will be required to submit a criminal record check before being offered a contract with RYCO.