



Position: Legal Expert
Vacancy ref: HR099
Work base: RYCO HO, Tirana, Albania
Contract duration: 6 Months with the possibility of extension
Expected start: January 2024
Application deadline: 24 November 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 Legal Expert performs a broad range of legal functions in support to the RYCO leadership and RYCO staff, 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 Legal Expert must be in line with RYCO internal rules and procedures.

Responsibilities:

- Prepares legal documents, such as contracts, partnerships agreements and memorandums in strict confidence;
- Co-ordinate his/her work and work closely with Director of Operations;
- Contribute to ensure compliance regarding contractual/legal relationships between RYCO and external stakeholders, including working contracts with RYCO staff members and project staff, and ensure their alignment with RYCO's rules and regulations.
- Support Operation Department to oversee compliance issues, and contributes in contractual administrative matters with RYCO.
- Support RYCO to perform legal due diligence on potential partners;
- Supports knowledge building and knowledge sharing within RYCO;
- Collect, examine, and organize legal documents for the preparation of legal drafts such as opinions and legal notes;
- In close work and cooperation with staff from finance writes contracts for financial, cooperation, donation agreements between RYCO and different partners;

- Conduct Litigation Services;
- Cooperate with potential legal experts/lawyers in WB6 CPs, in order to conduct any legal procedure as per request of RYCO, when legal expertise and knowledge is required, by a local expert whom has the relevant expertise and knowledge for applicable domestic law in the respective CP.
- Performs other related duties as assigned.

Requirements:

- University degree in Law of at least three years of higher education;
- Proven experience as Legal Expert;
- Experience and ability to work in an intercultural environment;
- Details oriented and highly organized;
- Excellent knowledge of English;
- Knowledge of English legal terms;
- Proficiency in MS Office (MS Excel and MS Word, in particular);
- 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;

How to apply:

To be considered for this position, please send the application materials via email, with the subject line “**HR099 Legal Expert**” to recruitment@rycowb.org no later than **November 24th, 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.