

To be published on 28.10.2024

Position: Deputy Secretary General

Work base: RYCO Head Office, Tirana, Albania

Mandate duration: Four years, with no possibility of extension

Application deadline: 12.12.2024

Expected employment start date: April 2025

Background:

Regional Youth Cooperation Office (RYCO) is an independently functioning institutional mechanism, founded by the Western Balkans six Contracting Parties (WB6): Albania, Bosnia and Herzegovina, Kosovo*, Montenegro, North Macedonia and Serbia, aiming to promote the spirit of reconciliation and cooperation between youth in the region through youth exchange programs. The Agreement on the Establishment of RYCO was signed by the WB6 Prime Ministers at the Paris Summit, on 4 July 2016, within the Berlin Process.

Our Mission:

- Supporting the regional exchange of youth, and their sharing of ideas, as a ground for future cooperation prospects in our region, based on the values of co-existence, tolerance and respect for human rights and diversity, as well as commitment to inclusion and security;
- Stepping up regional cooperation among youth and youth-dedicated institutions and ensuring implementation of joint programs for young people with the focus on the principles of democratic governance, sustainable economic development, education and innovation,
- Coordinating youth cooperation in the Western Balkans.

Our Structure:

- The Governing Board.
- The Secretariat, and
- The Advisory Board.

The Secretariat of RYCO consists of the Head Office, as the organizational hub situated in Tirana, Albania and the Local Branch Offices, which ensure RYCO is represented in all the six Contracting Parties. RYCO's unique governance system brings together government and civil society representatives to ensure young people are represented at all levels within the organization.

For more details on RYCO, please click [here](#).

The role of the Deputy Secretary General:

The Deputy Secretary General is accountable to the Secretary General and the Governing Board. Their main task is to “assist the Secretary General in fulfilling his/her mandate” as per RYCO's HR Policy Manual.

The Deputy Secretary General supports the Secretary General in leading RYCO. S/he co-

*This designation is without prejudice to position on status and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence.

initiates and negotiates international agreements on RYCO's behalf, with the approval of the Secretary General.

The Deputy Secretary General ensures that RYCO operations are managed optimally in compliance with all prevailing and applicable rules and procedures. S/he provides direct support to the Secretary General in promotion and implementation of RYCO Strategic Plan, in regard to the upholding the RYCO institutional and organizational excellence, supporting regional cooperation, mobility and exchange and contributing to the enabling regional social and political environment for promotion of youth cooperation. All duties performed by the Deputy Secretary General must be in line with RYCO Statute and internal rules and procedures.

Main responsibilities:

In coordination and under the supervision of the Secretary General:

- Oversee and coordinate the work of the Secretariat in coordination with the Secretary General;
- Ensure compliance with the Rules of Procedure and Financial Regulations by all staff within the Secretariat;
- Coordinate the work of the Advisory Board;
- Assist the Secretary General in compiling and submitting Financial and Program reports to the Governing Board, as set out in the Rules of Procedure;
- Representing RYCO on official events, during the absence of the Secretary General or upon the direct request of the Secretary General;
- Providing support to the Secretary General and working in close cooperation with her/him in ensuring the effective leadership of the organization;
- Supporting the Secretary General in resource mobilization and fundraising activities;
- Assisting the Secretary General setting the annual performance targets, in line with the RYCO Management by Objectives system.

Eligibility criteria:

- Nationality of one of the WB6 Contracting Parties;
- Bachelor's degree in humanities, social or political sciences or related field;
- At least six years of professional experience in senior managerial positions within International/Regional/Governmental or Non-governmental organizations.

Skills and Competencies

- Proven track record in regional cooperation initiatives with public sector counterparts and civil society activists;
- Good understanding of WB6 context (social, economic and political environment);
- Previous experience in youth, intercultural and reconciliation related projects will be an asset;
- Previous experience/familiarity with EU funded projects and other donors is desirable;
- Experience and ability to work in intercultural environment;
- Good level of conceptual, strategic thinking;
- Excellent management skills and proven knowledge and experience in operational procedures such as legal, procurement and finances;
- Good organizational, research, negotiation and analytical capabilities;
- Ability to identify, obtain and analyze information from a variety of sources;
- Results-oriented;
- Proficiency in English;
- Knowledge of local WB6 languages is an asset;
- Strong computer skills.

What we offer

- The Deputy Secretary General shall enjoy immunities and privileges as defined in the Host Country Agreement;
- A competitive remuneration package;
- An international, dynamic and inclusive working environment.

Terms of Contract

- The position is full-time and based in Tirana, Albania;
- Around 30% of her/his time would be spent on business-related travel;
- The mandate of the Deputy Secretary General is four years, with no possibility of extension.
- The employment is foreseen to start April 2025.

How to apply

Interested and qualified candidates need to enclose the following documents to the application:

- [Application Form](#);
- CV (preferably [Europass](#) CV format);
- Scanned copy of higher education degree;
- Scanned passport copy;
- Criminal record certificate;
- Two recommendation letters.

The application form, recommendation letters and Europass CV must be submitted in English language. The copy of higher education degree and the criminal record certificate should be provided with a certified translation into English. The application package should be exclusively submitted in an electronic format to the following e-mail address: recruitment@rycowb.org no later than 12.12.2024. In the subject line of your email please state that you are applying for the position of Deputy Secretary General.

Applications received after the deadline given as well as those not accompanied by the necessary documents will not be considered.

Only shortlisted candidates will be contacted for the interview phase.

Disclaimer:

RYCO is an equal opportunity employer and welcomes the applications of all qualified candidates irrespective of their race or ethnic origin, opinions or beliefs, gender, sexual orientation, health or disabilities.

RYCO reserves the right to cancel the recruitment process. In no event shall RYCO be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of the recruitment process.