



Terms of Reference

Position:	Logistics Officer
Vacancy ref:	HR117
Work Base	RYCO HO, Tirana, Albania
Contract duration:	12 months
Contract Type	Employment Contract
Expected start:	March 2025
Application deadline:	February 7 th 2025

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 Description

The Logistics Officer 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 Logistics Officer must be in line with RYCO internal rules and procedures
S/he is reporting to the Operations manager.

Main responsibilities

- Assisting SG and DSG in managing their calendars, scheduling meetings, and organizing their travels.
- Drafting meeting invitations and agendas and taking of minutes of the meetings with partners and stakeholders, as well as internal meetings when tasked and prepares respective meeting reports.
- Assisting SG and DSG to deal 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.
- Keeping 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.



- Drafting correspondence on behalf of RYCO leadership, reviewing 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.).
- Assisting SG and DSG in the coordination and communication with all staff.
- Maintaining file records (both paper and electronic) on administrative issues.
- Providing general office support (arranging cleaning, catering and security services).
- Coordinating administrative services, organises office layout and orders stationery and equipment.
- Assisting and supporting the overall administration of the RYCO Secretariat.
- Coordinating and managing translation requests.
- Coordinating physical space planning, identification of office technology needs and maintenance of equipment, software, and systems.
- Providing general support to visitors.

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 “**HR116 Logistics Officer**” to [Job Apply](#) no later than **February 7th, 2025**. 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.