



<b>Position:</b>	<b>Logistics and Administration Expert Assistance</b>
<b>Vacancy ref:</b>	HR 121
<b>Work base:</b>	RYCO Head Office Tirana, Albania
<b>Type of Contract</b>	Service Contract
<b>Contract duration:</b>	12 months, with the possibility of extension
<b>Expected start:</b>	July 2025
<b>Application deadline:</b>	June 9 <sup>th</sup> , 2025

### About RYCO:

Regional Youth Cooperation Office (RYCO) is an independently functioning institutional mechanism, founded by the Western Balkans 6 participants (WB6): Albania, Bosnia and Herzegovina, Kosovo\*, Montenegro, North Macedonia and Serbia, aiming to promote the spirit of reconciliation and cooperation between the youth in the region through youth exchange programs. The Agreement on the Establishment of RYCO was signed by the WB 6 Prime Ministers at the WB Summit held in Paris, on 4 July 2016. Please click [here](#) for more information.

### Job Summary:

We are seeking a highly organized, proactive, and reliable individual to join our team as a Logistics and Administration Expert Assistance. The ideal candidate will support day-to-day operations both in the office and in the field, ensuring that logistical tasks are efficiently executed and administrative duties are well-managed. The role involves desk work, research, coordination of logistics for events, managing transportation needs, handling external service providers, and ensuring smooth operation of the organization's day-to-day business. The Logistics and Administration Expert Assistance should be highly organized, solution-oriented, and tech-savvy. S/he works under the direct supervision of the Operations Manager.

### Main Responsibilities:

1. **Service Provider Research & Coordination:**
  - Research and maintain an up-to-date list of service providers within the WB6 region.
  - Evaluate service providers for various needs, ensuring quality and reliability.
  - Negotiate contracts and ensure service providers meet organizational requirements.
  - Establish a service providers data base from the WB6.
2. **Vehicle & Transportation Management:**
  - Oversee the maintenance, servicing, and management of RYCO vehicles.
  - Schedule vehicle repairs, inspections, and ensure they are in proper working condition.
  - Coordinate transportation needs for colleagues, including driving as required.
3. **External Coordination:**
  - Handle logistics for business-related trips and off-site activities.
  - Ensure all required payments and billings (utilities, vendors, etc.) are processed timely.

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

- Facilitate trips to governmental institutions for necessary administrative and legal purposes.
- 4. **Event Logistics:**
  - Assist in organizing and coordinating logistics for events, including travel, accommodations, catering, and venues.
  - Support event teams with all aspects of logistical needs, from planning to execution.
- 5. **Administrative Support:**
  - Perform day-to-day administrative tasks, including data entry, filing, and organizing documents.
  - Provide clerical support for management and staff when needed.
  - Support with coordination of internal office systems and general office management.
- 6. **Ad-hoc Duties:**
  - Handle any other logistical or administrative tasks as needed.

### Requirements:

- University degree in social sciences, business-administration, law and/or similar;
- At least 5 years of experience in similar positions;
- Good knowledge of RYCO as an organization and its operational procedures
- Previous experience in providing support to remote locations
- Strong research, organizational, and time-management skills and ability to prioritize;
- Experience and ability to work in intercultural environments.
- Strong interpersonal and communication skills.
- Proficiency in English.
- Knowledge of Bosnian, Croatian, Macedonian, Montenegrin, and Serbian languages will be an asset.
- Excellent analytical and computer skills in MS Office applications.

### How to apply:

Should you be interested in applying for this position and you fulfill all the criteria, please send your application containing all necessary documents mentioned below to [Job Apply \(rycoerp.org\)](https://rycoerp.org) no later than **June 9<sup>th</sup>, 2025**.

All applications **MUST** include:

- ✓ [Application Form](#) (completed in English language and downloaded in PDF)
- ✓ [Europass CV](#) format (completed in English language)
- ✓ Two written reference letters from previous employers
- ✓ A scanned copy of your academic qualification (in case selected for the position)
- ✓ A scanned passport copy (in case selected for the position)

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.