



## Terms of Reference

|                                 |                                                     |
|---------------------------------|-----------------------------------------------------|
| <b>Vacancy ref:</b>             | HR124 Finance and Administration Assistant          |
| <b>Work base:</b>               | RYCO Local Branch Office in Skopje, North Macedonia |
| <b>Eligibility Criteria</b>     | Applicants holding a North Macedonian citizenship   |
| <b>Expected start:</b>          | January 2026                                        |
| <b>Type of Contract</b>         | Service Contract (with a total of 20 hours/week)    |
| <b>Monthly payment</b>          | NET 500 EUR                                         |
| <b>Duration of the contract</b> | 5 months                                            |
| <b>Application deadline:</b>    | December 02 <sup>nd</sup> , 2025                    |

### Background:

RYCO has entered a multi-donor partnership jointly co-financed by the European Union and the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. The project “Superschools” contributes to the overall objective of increasing young people's skills and knowledge in the Western Balkans by enhancing education systems and promoting regional cooperation, specifically by strengthening RYCO's capacities and establishing a regional school exchange scheme.

### Job Description:

Regional Youth Cooperation Office (RYCO) is looking for a Local Finance and Administration Assistant (FAA) to join its dynamic team in Skopje. This role is integral to the successful implementation of the Superschools Project, a flagship initiative that fosters youth exchanges and inter-school cooperation across the Western Balkans, with the broader aim of promoting peacebuilding and reconciliation in the region.

The FAA will provide essential administrative, logistical, and financial support to ensure the project's activities are delivered efficiently and in full compliance with RYCO's standards. Working in close collaboration with the Finance and Administration Officer of the Local Branch Office in Skopje and under the direct supervision of the Head of Office, the FAA will also liaise regularly with schools, service providers, and project partners.

### Main responsibilities:

#### Communication with Contracting Agencies

- Prepare and submit requests for quotations related to travel and accommodation for student exchanges.
- Monitor exchange schedules and collect documentation for travel insurance, accommodation, and logistics.
- Ensure all invoices issued by the Contracting Agency align with approved offers.
- Communicate promptly regarding any ad hoc changes related to exchanges.
- Conduct market research on accommodation capacities, when required.



### Communication with High Schools

- Collect student-related data for travel insurance, rooming, and participant lists.
- Maintain regular communication with coordinating teachers regarding exchange logistics.
- Ensure submission of all required post-exchange documentation from schools.
- Oversee the collection and verification of receipts from teachers, ensuring compliance with pre-approved budgets

### Administrative and Financial Support

- Review and verify all receipts and supporting documents for eligibility and accuracy.
- Prepare and file financial documentation according to budget lines.
- Prepare and organize financial reconciliation packages.
- Maintain both digital and physical archives of financial and administrative documents.

### Other Duties

- Support the organization and implementation of local RYCO events and activities.
- Assist in daily office operations and logistics as required.

### Requirements:

- Citizenship of North Macedonia;
- Bachelor's degree with a minimum of three (3) years of higher education;
- Proven experience in administrative, financial, or project support roles (experience in the CSO or international sector is an asset).
- Excellent organizational and time-management skills.
- Strong communication skills in English and Macedonian/Albanian.
- Proficiency in Microsoft Office (Word, Excel, Outlook).
- High attention to detail and ability to work independently.
- Familiarity with budgeting and financial documentation processes is an advantage.
- Experience in youth, education, or intercultural exchange projects will be considered an asset.

### 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 **December 02<sup>nd</sup>, 2025**.

All applications **MUST** include:

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