

# RYCO

## Regional Youth Cooperation Office

### **Open Call for Applications:**

#### **Secretary General of RYCO**

The Regional Youth Cooperation Office (RYCO) is an independently functioning institutional mechanism for youth cooperation within the Western Balkans. It has been created by an Agreement signed July 4, 2016 in Paris, by the governments of Albania, Bosnia and Herzegovina, Kosovo, Macedonia, Montenegro and Serbia.<sup>1</sup> The mission of RYCO is:

- to support 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,
- to step up regional cooperation among youth and youth-dedicated institutions and ensure implementation of joint programs for young people with the focus on the principles of democratic governance, sustainable economic development, education and innovation,
- to coordinate youth cooperation in the Western Balkans

RYCO founding members are the Signatories to the Agreement on the Establishment of the Regional Youth Cooperation Office of July 4, 2016: Albania, Bosnia and Herzegovina, Kosovo, Macedonia, Montenegro and Serbia.

The structure of RYCO consists of a Governing Board, a Secretariat and an Advisory Board.

The Secretariat of RYCO consists of a Head Office in Tirana, Albania, and of Local Branches in each of the five other Contracting Parties. The Secretariat is made up of the Secretary General, Deputy Secretary General as well as administrative, support and program staff.

<sup>1</sup> <https://rycowesternbalkans.org>

The RYCO Secretariat, and more specifically its Head Office, is in charge of:

1. Drafting the Strategic Plan and Operational Plans, in consultation with the Advisory Board,
2. Implementing the Strategic Plan and Operational Plans as approved by the Governing Board,
3. Proposing the annual RYCO Budget and its financial plan for the upcoming 3 year period,
4. All day-to-day financial issues in-line with the Financial Regulations
5. All program issues including programming, formulating and publishing calls for proposals, selection of proposals, tendering, assistance in writing applications, assistance in implementation, reviewing project reports, conducting on-the-spot checks of RYCO financed projects, and reporting,
6. Communication with donors, other than Contracting Parties, and ensuring additional financial support for RYCO in cooperation with the Chair of the Governing Board,
7. Organising and implementing promotional, visibility and dissemination activities for RYCO,
8. Organising the selection process for the staff of the Head Office and Local Branches in-line with the selection criteria and under the supervision of the Selection Committee set-up by the Governing Board,
9. Ensuring that the Financial Regulations and Rules of Procedures are complied with,
10. Coordinating the work between the Head Office and the Local Branches,
11. Publishing calls and appointing the Proposal Evaluation Committee,
12. Developing, implementing and monitoring the impact of quality control measures such as capacity buildings, trainings, research, monitoring and evaluation,
13. Preparing the meetings of the Governing Board in coordination with the Chair,
14. All other operational and administrative issues.

**RYCO is looking for a:**

### **Secretary General**

The Secretary General represents and acts on behalf of the Secretariat and is responsible for ensuring regular and efficient functioning of the Secretariat. A Deputy Secretary General will assist the Secretary General in fulfilling their mandate.

The Secretary General is appointed on a 4-year mandate by consensus of the Governing Board, without possibility of extension. The Secretary General is accountable to the Governing Board.

### **Tasks and responsibilities**

**The Secretary General shall:**

- Represent RYCO and its interests;

- Undertake, with help and guidance of the Governing Board and the governments of the Contracting Parties, all administrative steps related to setting up of the Secretariat;
- Elaborate the Application-Guidelines for RYCO-projects as well as the Financial Management Rules, to be adopted by the Governing Board, and elaborate the internal regulations of the Secretariat that are not within the competence of the Governing Board as provided by the Statute;
- Prepare a draft of the annual Strategic and Operational Plan as well as the annual RYCO-budget for adoption by the Governing Board, in accordance with the Rules of Procedure of the Governing Board;
- Conduct, oversee and coordinate the work of the Secretariat,
- Create an inspiring team environment with an open communication culture
- Ensure the intercultural quality of the work within the Secretariat and of the projects supported by RYCO
- Compile and submit Financial and Program reports to the Governing Board, as set out in the Rules of Procedure,
- Conclude and terminate contracts with staff of the Head Office and Local Branches, in accordance with the Rules of Procedure,
- Conclude agreements on behalf of RYCO, upon authorization by the Governing Board,
- Conclude the Host Country Agreement,
- Conclude and terminate contracts with the Project Implementing Parties,
- Conclude and terminate contracts with suppliers,
- support to the Governing Board in lobbying and fundraising activities by identifying potential donors in consultation with the Governing Board based on the overall fundraising strategy to be implemented by the Secretariat;
- Perform other tasks in accordance with the Statute and the Rules of Procedure.

The Secretary General shall enjoy immunities and privileges which will be defined in the Host Country Agreement.

A good remuneration package is foreseen.

Candidates for the position of the Secretary General are selected through an open call and based on merit. The nationality of the Secretary General shall rotate in a manner inclusive to all RYCO Contracting Parties. The first Secretary General cannot be from the Contracting Party hosting the RYCO Head Office.

**Eligibility criteria:**

- Citizenship of one of the following Contracting Parties of the RYCO-Agreement: : Bosnia and Herzegovina, Kosovo , Macedonia, Montenegro or Serbia
- University degree of at least four years of higher education. Advanced university degree will be considered an asset.
- At least 5 years of work experience in a managerial capacity, in relation to youth policy and/or regional cooperation in South East Europe

**Selection criteria**

**Candidates are requested to possess the competences listed below:**

- Proven knowledge and experience in the area of regional/international cooperation
- Proven knowledge and experience in the area of youth policy,
- Experience in strategic planning, elaboration of project proposals, project management/implementation, monitoring and evaluation
- Experience in financial management and budget planning
- Experience in result – based management
- Experience in working with multicultural and interdisciplinary teams
- Excellent management skills and leadership
- Excellent team working skills
- Excellent communication and negotiation skills

- Excellent verbal and written communication skills
- Proficient knowledge of English language (verbal and written). Additional regional language/s (Albanian, Bosnian, Macedonian, Montenegrin, Serbian) will be an asset.
- Proven capacity to use computerized office tools (especially MS Office applications such as Word, Excel and PowerPoint) and databases

#### **Location / Contract**

The holder of the position will be based in the Head Office of the RYCO-Secretariat in Tirana. She/he could expect that up to 30% of her/his time would be spent on business-related travel. The appointment is for a four-year term. The beginning of the contract is foreseen for 15 February 2017.

#### **Necessary Documents**

Candidates should enclose to application the following documents:

- Application Form (Available on <http://www.roadtoryco.com>)
- CV (Europass CV format)

\*The Europass CV template in English is available at <http://europass.cedefop.europa.eu/documents/curriculum-vitae/templates-instructions>

- Scanned copy of higher education degree
- Scanned passport copy
- Two written letters of recommendation
- Criminal Record Certificate

The application form, letters of recommendation and CV must be written in English. A copy of higher education degree must be provided with a certified translation in English.

Applications can be submitted by e-mail only. If you are interested in this position and fulfill the criteria, please send your application containing all necessary documents by email to [jctryco@gmail.com](mailto:jctryco@gmail.com) no later than 30 December 2016 by 17:00 (Central European Time). Applications received after the given deadline as well as those not accompanied by the necessary documents will not be considered.

Short listed candidates might be invited for an interview. If so, these interviews would be conducted in the period of 23 - 25 January 2017.

For general information about RYCO, please check the websites <http://rycowesternbalkans.org> and <http://www.roadtoryco.com>