

## Vacancy - Communications Officer/ Coordinator

**Title:** COMMUNICATIONS OFFICER/ Coordinator

**Status:** Full time

**Location:** Prishtina – Kosovo

**Reporting to:** Executive Director and Project Manager

### PURPOSE

Balkans Group is looking for an outstanding communicator with a strong understanding of the political and policy environment in Kosovo and the region to lead on the communication activities of the organization.

### RESPONSIBILITIES

Under the supervision of the Executive Director and responsible Project Manager, he/she:

- Formulates key messages related to Balkans Group programs, projects and activities for dissemination through media, online social networks, BPRG website etc.;
- Fosters communication with project partners and donors;
- Delivers the BPRG communication objectives for projects and activities, and ensures their visibility;
- Develops BPRG communication strategy in cooperation with other members of staff, and ensures its implementation;
- Produces short videos covering highlights of BPRG's events and activities, interviews with experts and public figures etc.;
- Acts as a contact point for staff blogs, public enquiries and media relations;
- Prepares quarterly Newsletters.

### REQUIREMENTS

The successful candidate will have:

- University degree in a relevant discipline (journalism, media, management, political science etc.);
- A minimum of two years of experience in communications, journalism or media, ideally experience in designing and implementing communication and visibility strategy;
- Outstanding writing and research skills about policy matters in Kosovo and the region;
- Ability to pick up complex issues quickly and communicate them simply and effectively, tailoring the style to the relevant audience;

- Ability to understand audience needs and preferences and identify proactive and innovative ways to increase public awareness;
- Ability work on own initiative as well as being a strong and flexible team player;
- Work under pressure, respond to the unexpected, and deliver to tight deadlines;
- Fluency in English and Albanian, knowledge of Serbian is considered an advantage;
- Knowledge of basic video production techniques;
- Good IT skills, with experience of Word, Excel and social media;
- Ability to establish and maintain effective working relations with people of different national, ethnic and cultural backgrounds.

#### **HOW TO APPLY**

Interested candidates should send a cover letter (in English), CV, three short writing samples (in English), and contact details of three references. Successful candidates will be invited for an interview.

Applications with 'Communications Officer/ Coordinator' in the email subject shall be emailed to: [office@balkansgroup.org](mailto:office@balkansgroup.org)