

## **Vacancy Announcement**

**Title:** COMMUNICATION AND OUTREACH OFFICER

**Status:** Full time

**Location:** Prishtina, Kosovo

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

The Balkan Policy Research Group is seeking applications from qualified candidates for the position of **Policy Communication and Outreach Officer** under the **Promoting and Communicating Benefits of the Kosovo-Serbia EU Facilitated Dialogue Project**, funded by the EU to promote and communicate the benefits of the EU facilitated technical dialogue on the normalisation of relations between Kosovo and Serbia to the wider public.

### **POSITION SUMMARY:**

The Communication and Outreach Officer will be responsible for researching, monitoring, reporting, developing and implementing the project communication strategy on the Kosovo-Serbia EU facilitated dialogue, in close cooperation with the Belgrade based counterpart and the project staff.

### **RESPONSIBILITIES:**

- Research and monitor the media reporting on Kosovo Serbia EU facilitated dialogue;
- Summarise media, local and international organisations and institutions reports on Kosovo – Serbia EU facilitated dialogue and compile reports and fact sheets both for internal and external use;
- Develop and implement the project’s communication strategy in close cooperation with Belgrade based counterpart and all the partner organisations;
- Maintain close contact with media professionals for proactive reporting in the media to increase citizen awareness on the benefits of Kosovo – Serbia EU facilitated dialogue;
- Develop news items, project briefings and web posting for the project website and coordinate use of social media for the project outreach;
- Assist in collecting data and media statistics for monitoring and evaluation activities to ensure that project objectives are being met;
- Maintain communication-related electronic and hard copy materials;
- Coordinate development and branding of project documents, fact sheets, and informational materials, in coordination with the Administrator and IT Officer;

- Maintain effective communication with all the project staff and partner organisations.

## **REQUIREMENTS:**

- University degree in media, communications, public relations, social sciences, or related field;
- At least three years as Public Awareness, Outreach and Communications or similar positions working on media, or/and Kosovo – Serbia dialogue related projects;
- Knowledge and experience working with EU projects and their visibility requirements highly preferred;
- Excellent research, analytical, writing skills, rigorous attention to detail, and problem solving abilities needed to perform effectively in a demanding position;
- Strong leadership and management skills and ability to work under pressure with a variety of stakeholders;
- A strong capacity for effective teamwork, a high degree of flexibility, willingness to work long hours and under pressure of deadlines;
- Ability to work in a fast-paced and challenging environment. Deal and work with multi-tasks and agendas;
- Computer literacy (MS Word, Excel, internet navigation, etc.);
- Excellent spoken and written English and Albanian, Serbian desirable.
- Ability to travel throughout Kosovo and to Serbia.

## **HOW TO APPLY:**

Interested candidates should send their CVs containing contact details of three references, a cover letter (in English), and a writing sample relevant to this position. Successful candidates will be invited for an interview. Applications must be received no later than **October 05, 2018**.

Applications with “Communication and Outreach Officer” in the email subject shall be emailed to [office@balkansgroup.org](mailto:office@balkansgroup.org).