

## **Vacancy Announcement**

**Title:** POLICY 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 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 Policy Officer will be responsible for coordinating and advising on the content of Kosovo-Serbia EU facilitated dialogue project and advising the partner organisations to tailor the communication outputs according to the project objectives.

### **RESPONSIBILITIES:**

- Support the Research and monitoring of the media reporting on the Kosovo – Serbia EU facilitated dialogue;
- Monitor, brief and advice on political, social and other developments affecting the Kosovo-Serbia dialogue;
- Provide advice to the project staff and partner organisation on content of the project outputs;
- Assist in the writing of media articles on the Kosovo- Serbia EU facilitated dialogue by providing editing and research advice;
- Assist the Communication and Outreach officer to research and draft the communication strategy for the project;
- Propose the adjustment of the project activities to ensure the objectives are being met and the contextual needs addressed accordingly;
- Maintain awareness-related electronic and hard copy materials;
- Assist and maintain close contacts with media, field professionals and all the relevant stakeholders to communicate the benefits of the Kosovo-Serbia EU Facilitated Dialogue;
- Maintain close cooperation with the all professionals engaged within the project framework of the framework;

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

### **REQUIREMENTS:**

- Master Degree or PhD in one of the following fields: international relations, social sciences, peace and interdisciplinary studies, or other related fields.
- Excellent understanding of the political and social context in Kosovo and the region;
- Excellent understanding of Kosovo- Serbia dialogue process.
- Excellent research, analytical, writing skills, rigorous attention to detail, and problem solving abilities needed to perform effectively in a demanding position.
- Knowledge of project management and working experience with civil society organisations.
- 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.
- Excellent spoken and written English and Albanian, Serbian desirable.

### **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 “Policy Officer” in the email subject shall be emailed to [office@balkansgroup.org](mailto:office@balkansgroup.org).