

Decentralisation and Municipal Support (DEMOS) is a project co-financed by the European Union in Kosovo, and the Governments of Switzerland, Sweden and Norway and implemented by HELNETAS. The project aims to improve performance of municipalities in governance, management and services contributing to increased citizens' satisfaction. Currently our project team is looking for a

Communication Officer

Required qualifications:

- Academic degree in communication, journalism, public relations, or a related field is required.
- At least 5 years of experience in the communication, or public and media relations.
- Specific experience with translating conceptual ideas into concrete communication products and developing communication products for various audiences and in various formats
- A good understanding of local government and decentralisation in Kosovo
- Experience with communications tools, social media, and media editing programme .
- Exceptional writing and editing skills in English and Albanian. Knowledge of Serbian language is an advantage.
- Attention to detail and accuracy in work. Strong time management and organisational skills.
- Detail oriented, creative and good communication skills
- Driving license and experience

Main tasks and responsibilities:

- Responsible for all communication activities in the project
- Complement the performance-based grant scheme, citizen engagement and policy dialogue with communication products
- Capitalise successes and lessons learnt and disseminate in different platforms
- Prepare and supervise the development of multimedia products and organisation of key project events
- Regular update and maintenance of project electronic and other communication platforms
- Monitor and report on project progress.

The project officer will be based in the HELNETAS Office in Pristina. Expected starting date contract: April 2023.

Please send a letter of motivation and your CV (including contact details) to kosovo.info@helvetas.org **until latest 16 March 2023, 17:00 CET**. Only short-listed candidates may be invited for an interview.

HELNETAS provides equal employment opportunities for all candidates and encourages applications from female and non-majority communities in Kosovo.