



Helvetas is an organization specialized in development cooperation and humanitarian response, anchored in Switzerland. Our vision is a just world in which all people determine the course of their lives in dignity and security, using environmental resources in a sustainable manner.

Decentralisation and Municipal Support (DEMOS) is a project co-financed by the European Union in Kosovo, Switzerland and Sweden and implemented by HELNETAS. The project aims to improve performance of municipalities in governance, management and services contributing to increased citizens' satisfaction. We welcome applications from motivated individuals for the following post at our office in Pristina, Kosovo. The expected starting date is in November 2024.

Communications Officer

Main tasks and responsibilities:

- Responsible for all communication with stakeholders
- Complement the performance based grant scheme with communication products
- 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

Key competences:

- Adding quality
- Professionalism and expertise
- Communication and cooperation
- Being accountable
- Empowering others
- Acting with integrity
- Attitude of inquiry and learning
- Delivering results

Required qualifications:

- Academic degree in communication, journalism, public relations, or a related field is required
- At least 5 years of experience in the communication sector, preferably in development organizations
- Experience with translating conceptual ideas into communication products for various audiences and in various formats
- A good understanding of local government and decentralisation in Kosovo (working experience is an advantage)
- Strong communication, analytical and presentation skills and ability to network
- Good speaking, writing and editing skills of English, Albanian and Serbian language skills
- Good knowledge of Microsoft Office Suite, professional use of social media, and media editing programmes
- Good administration, organisation and interpersonal skills
- Proof of communication products
- Detail oriented, creative and good communication skills
- Driving license and experience

Please send a letter of motivation, your CV (including contact details), motivation letter and published products of previous work to kosovo.info@helvetas.org. **by 23 October 2024, 17:00 CET**. Only short-listed candidates will be invited for an interview.

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