

The Decentralisation and Municipal Support (DEMOS) is a Swiss Agency for Development and Cooperation (SDC) project, co-financed by Sweden and Norway, implemented by HELLETAS Swiss Intercooperation-Kosovo. Currently our project team is looking for a

Communication Officer

Required qualifications

- Academic degree in media and communication, journalism, public relations, or a related field
- 5 years of experience in communications/media (e.g. developing and implementing communications strategies)
- Specific experience with translating conceptual ideas into and developing concrete communication products for various audiences (public, government officials, international donors) and in various formats (written, audio, video, websites, and social media)
- Experience with contract management, outsourcing/managing consultants and delegation
- Experience with public sector, and local government in specific, is a considerable advantage
- Experience with knowledge management and organisational learning is an advantage
- Excellent command in English and Albanian language (written and oral). Serbian language will be considered an asset
- Good knowledge of Microsoft Office and a wide range of multimedia, web, and digital tools
- Strong writing and presentation skills
- Creative thinking and analytical skills
- Detail oriented, good administration and organisational skills
- Proactive work attitude, good interpersonal skills, and ability to network
- Driving license and experience

Main tasks and responsibilities

- Conceptualise, design, organise and execute communications materials and events
- Prepare and supervise production of publicity brochures, handouts, leaflets, infographics, promotional videos, photographs, films, and multimedia programmes
- Capture success stories, good practices and/or lessons learned for capitalisation and dissemination
- Stimulate and foster a strong knowledge and learning culture within the team and stakeholders
- Regularly update and maintain project electronic and other communication platforms
- Substantively and financially manage service providers
- Develop and maintain good relationships with media and professional networks
- Assist the project management in handling media enquiries on programmatic topics and issues, talking points, press releases, media advisories, etc.
- Coordinate communication activities with other HELLETAS projects in Kosovo, relevant Ministries, and municipalities
- Perform other duties as required.

Key competences:

- Adding quality

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

The Communication Officer will be based in the HELVETAS Office in Prishtina. The expected starting date is February 2021. The position is full time with initial contract until December 2021.

Please send your CV (including contact details), motivation letter and published products of previous work to kosovo.info@helvetas.org, until Thursday 18 February 2021 at 16:00.

Only short-listed candidates may be invited for an interview.

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