

**Position:** Communication and Visibility Officer on the project “ROUTE WB6”, supported by the Norwegian Agency for Development Cooperation (NORAD)

**Work base:** RYCO Head Office, Tirana, Albania

**Starting date of the contract:** October 2019

**Duration of contract:** 24 months

**Status in RYCO:** Project Staff

**Background:**

For the background, please click [here](#).

**Job Description:**

The communication and visibility officer will be responsible for overall project communication and visibility in line with RYCOs and donor’s visibility procedures. She/he will work in close contact with RYCOs communication officer. He/she will be responsible for supporting strategies that increase project visibility on international/regional/local level to different stakeholders, partners and beneficiaries, as well as to general audience as well as to ensure implementation of the project communication plan. All duties performed by communication and visibility officer will be in line with RYCO rules and procedures, as well as donor requirements.

**Main responsibilities:**

- Provide support in designing and implementing communications strategies;
- Produce communication materials in close coordination with the Communication Officer (e.g. Press releases, publications, social media posts);
- Actively contribute to the development of the consortium communication efforts by providing new ideas and expertise in the field of external communication/visibility;
- Maintain project website and other communication channels;
- Research, collect data and maintain databases;
- Perform other duties as and when required.

**Requirements:**

- At least 3 years of professional experience in the field of communications, on similar role;
- Bachelor degree in human, social, or political sciences, preferably in public relations, communications or related field;
- Experience in web design and content production;
- Experience in copywriting and editing in English;
- General understanding of project management principles;
- Understanding of Western Balkan Six context (social, economic and political environment);
- Understanding of media relations and digital media strategies;
- Proficient in MS Office; knowledge of photo and video-editing software (e.g. Photoshop, InDesign);
- Very good communication (oral and written) and presentation skills in English;
- Ability to work in intercultural environments;
- Ability to work on multiple tasks;

- Time management skills, attention to details and ability to prioritize work;
- Proficient command of English;
- Knowledge of Albanian, Bosnian, Croatian, Macedonian, Montenegrin, Serbian and/or other local languages will be an asset;
- Previous experience in youth, intercultural and reconciliation related projects will be an asset.

Interested and qualified candidates need to enclose following documents:

- RYCO application form (Indicating the position for which you are applying for)
- CV (Europass CV format)
- Scanned copy of higher education degree
- Scanned passport copy
- One recommendation letter

RYCO application form, the recommendation letter and the Europass CV must be in English. Additional documents will be required for shortlisted candidates.

**Applications can be submitted by e-mail only to [recruitment@rycowb.org](mailto:recruitment@rycowb.org) no later than 20 September 2019.**

Only shortlisted candidates will be notified on the next selection steps.