

Position: Communication Assistant on the project *“Supporting the Western Balkan's Collective Leadership on Reconciliation: Building Capacity and Momentum for the Regional Youth Cooperation Office (RYCO)”*, supported by the UN Peacebuilding Fund

Work base: RYCO Head Office, Tirana, Albania

Expected beginning of the contract: April 2020

Duration of the contract: until the end of 2020 with possibility of extension depending on financial resources

Status in RYCO: Project Staff

Background:

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

Job Description:

The Communication Assistant will be the support to various communication and visibility activities coordinated by the Communication and Visibility Officer that aim to promote the work of RYCO in general as well as the project implementation. He/she will be responsible for supporting strategies that increase RYCO visibility on international/regional/local level to different stakeholders, partners and beneficiaries, as well as to general audience. All duties performed by the Communication Assistant will be in line with RYCO rules and procedures, as well as donor requirements.

Main responsibilities:

- Provides support to designing and implementing communications strategies for different audiences, and assists RYCO staff in implementing them;
- Drafts and edits communication materials (e.g. press releases, publications, social media posts);
- Assists RYCO Communication and Visibility Officer on all aspects of her/his duties including cover during absence;
- Researches, collects data and maintains databases;
- Supports the website management, updates and keeps social media accounts à jour;
- Performs other duties as and when required.

Requirements:

- Bachelor degree with minimum three (3) years of higher education in human, social, or political sciences, preferably in public relations, communications or related field;
- At least 2 years of professional experience in the field of communications in assistant or similar role;
- Experience in web design and content production;
- Experience in copywriting and editing, background in research;
- Strong attention to details;
- Understanding of media relations and digital media strategies;
- Proficient in MS Office; knowledge of photo and video-editing software (e.g. Photoshop, InDesign);
- Excellent communication (oral and written) and presentation skills;
- Excellent interpersonal skills;
- Experience and ability to work in intercultural environments;
- Good understanding of Western Balkan Six context (social, economic and political environment);

- Previous experience in youth, intercultural and reconciliation related projects will be an asset;
- Ability to work on multiple tasks;
- Time management skills 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;

Interested and qualified candidates need to enclose following documents to the application:

- [Application Form](#) (Please indicate in your Application Form the position you are applying for)
- CV ([Europass](#) CV format)
- Scanned copy of higher education degree
- Scanned passport copy
- One written recommendation letter

The 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.

If you are interested to apply for this position and you fulfill all the criteria, please send your application containing all necessary documents by email to recruitment@rycowb.org no later than **20 March 2020**.

Only shortlisted candidates will be invited for interview.