



<b>Position:</b>	Project Communication Assistant
<b>Vacancy ref:</b>	HR062
<b>Work base:</b>	RYCO Head Office, Tirana
<b>Contract duration:</b>	9 months, with the possibility of extension
<b>Expected start:</b>	March 2022
<b>Project duration:</b>	30-Nov-2022
<b>Application deadline:</b>	11-Mar-2022
<b>Hours:</b>	Part time at 32 hours per week Monday through Friday
<b>Gross Salary Range:</b>	From 700 up to 800 EUR per month

### **About RYCO:**

Regional Youth Cooperation Office (RYCO) is an independently functioning institutional mechanism, founded by the Western Balkans 6 participants (WB6): Albania, Bosnia and Herzegovina, Kosovo\*, Montenegro, North Macedonia and Serbia, aiming to promote the spirit of reconciliation and cooperation between the youth in the region through youth exchange programs. The Agreement on the Establishment of RYCO was signed by the WB 6 Prime Ministers at the WB Summit held in Paris, on 4 July 2016. Please click [here](#) for more information.

### **Job Description:**

The Communication Assistant will be the support to various communication and visibility activities coordinated by the Communication and Visibility Manager that aim to promote the work of RYCO in general as well as the EU-WB-SI 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 the 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:**

#### **RYCO Communication Support:**

*Under the guidance of the Communication and Visibility Manager,*

- ☐ 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 Manager on all aspects of her/his duties including cover during absence;
- ☐ Researches, collects data and maintains databases;
- ☐ Supports the website management, updates and maintains social media accounts on daily basis;
- ☐ Supports the management of the Hajde Platform;
- ☐ Performs other duties as and when required.

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\* This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence.



### **EU-WB-SI Project Support:**

*Under the guidance of the Project Coordinator,*

- ☐ Produce communication materials in close coordination with the Communication and Visibility Manager and Project Coordinator (e.g., Press releases, publications, social media posts);
- ☐ Contributes to the development of the consortium communication efforts by providing new ideas and expertise in the field of external communication/visibility;
- ☐ Perform other duties as and when required;

### **Requirements:**

- ☐ Bachelor degree with minimum three (3) years of higher education or enrollment in the last year of studies in Journalism or Communication Sciences;
- ☐ Experience in web design and content production;
- ☐ 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.
- ☐ Desirable are candidates with previous experience in RYCO activities

### **How to apply:**

To be considered for this position, please send the application materials via email, with the subject line "HR062 PCA" to [recruitment@rycowb.org](mailto:recruitment@rycowb.org) no later than **March 11<sup>th</sup>, 2022**. All applications must include:

- ✓ [Application Form](#) (completed in English language)
- ✓ [Europass CV](#) format (completed in English language)
- ✓ A scanned copy of your academic qualification (in English or local language)
- ✓ A scanned passport copy;
- ✓ Two written reference letters from previous employers (in English language)

**Female candidates are encouraged to apply.**

Only finalists will be contacted for the next recruitment stage which is a written assignment, followed by the interviews. The successful candidate will be required to submit a criminal record check before being offered a contract with RYCO.