

Call for Communication Expert

Positions: 1 Communication Expert

Contract Duration 5 March – 30 September 2018

1. Background

PERFORM – Performing and Responsive Social Sciences, is a project of the Swiss Agency for Development and Cooperation, aimed at improving the contribution of social science research to socio-economic and political processes of change in Western Balkan countries. The project focuses on three outcome areas: (i) strengthened social science communities; (ii) systemic linkages with political reform processes, civil society organizations, private sector and media; (iii) and favourable framework conditions and financial mechanisms. PERFORM currently operates in Albania and Serbia.

PERFORM's National Coordination Unit in Albania is interested in contracting a part-time Communication Expert to support the team in its communication efforts.

The Expert will coordinate with the team members in Albania, as well as the Communication Officer of the project's Regional Management Unit in Belgrade, in order to assist in the drafting of communication outputs and organization of public events for the Albania Coordination Unit.

2. Main Duties and Responsibilities

The Communication Expert is expected to:

- Provide assistance to the strategic communication of project objectives;
- Support the team in establishing an internal planning system for the preparation of communication outputs based on the project's Communication Strategy;
- Work closely with Programme Officers on drafting intervention briefs;
- Write communication outputs, including news articles and briefs, as per the project's Communication Strategy;
- Facilitate relations with partner institutions and media;
- Contribute to the organization, promotion and coverage of public events;
- Contribute to the project's social media content;
- Other related ad-hoc duties.

3. Qualification and skills

- Graduate Degree in the field of Social Sciences and Humanities, preferably journalism and/or communication;
- At least 3 years of relevant professional experience;
- Knowledge of public institutions in Albania;
- Excellent analytical and writing skills as well as ability to process technical information in both English and Albanian;
- Excellent communication skills;
- Very good organisation and facilitation skills for public events;
- Experience with internationally funded projects would be an asset;
- Proven team worker;
- Full professional fluency in English.

4. Time frame of the assignment

This assignment will cover the period of 5 March 2018 – 30 September 2018.

The Expert is expected to work at 50% capacity for the first three months of engagement. After the conclusion of this period, parties will determine the work capacity requirement for the remaining contract duration.

5. Application process

5.1. Required documents

1. Cover letter/Expression of interest, specifying also expected daily fee;
2. Full professional curriculum vitae;
3. Two samples of previous communication work, including at least one written article, and one other communication product (social media campaign, event organization, etc.);
4. Attestation of the level of knowledge of English language.

Please submit your application in English language to the following email address:

PERFORM-Albania@helvetas.org

The deadline for submission is 27 February 2018.