



THE EUROPEAN UNION'S CROSS-BORDER COOPERATION PROGRAMME

Annex 5 (a-2): TOR Communication and visibility officer

IPA CROSS-BORDER PROGRAMME 2014-2020

JOB DESCRIPTION

The Position of “Communication and visibility officer”

Background

The Joint Technical Secretariat, located in Struga, is the administrative body in charge of the day-to-day management of the IPA cross-border programme 2014-2020.

Contracting Authority

The contracting authority will be the Ministry of Local Self Government (MoLSG).

This position will be financed under Technical assistance (TA) for the Cross – border Cooperation Programme 2014 - 2020

Position summary and duration

The Communication and visibility officer shall discharge his or her duties for a maximum of 78 working days in the office and on the field, over 10 months of contract duration.

The Communication and visibility officer under the direction of the Head of JTS will be in charge of all administrative and logistic tasks, related to the communication and visibility internal functioning of the JTS.

Essential Job Functions

Under the supervision of the Head of JTS, Team Leader and assisted by the other Project Officers, the Communication



THIS PROJECT IS FUNDED BY THE
EUROPEAN UNION

THIS PROJECT IS IMPLEMENTED BY:



MINISTRY OF LOCAL
SELF-GOVERNMENT



MINISTRY OF EUROPEAN
INTEGRATION



THE EUROPEAN UNION'S CROSS-BORDER COOPERATION PROGRAMME

and visibility officer will be responsible to:

- Implement, update and monitor a Communication and Visibility Plan;
- Oversee the design and editorial content of the website and intranet, ensuring that content are regularly updated and promoted, and maintain the programme website;
- Organize or assist with the organization of events as indicated in the JTS work plans, timetables for Calls for Proposals, and/or Communication and visibility Plan;
- Prepare and arrange for the production of printed materials (brochures, news letter, leaflets posters) as indicated in JTS work plans and / or Communication and visibility Plan;
- Proactively identify media opportunities and, in close liaison with team leader, plan and implement media events including press releases, report launches and press conferences;
- Draft press releases, statements, news summaries and ensure print and electronic media coverage for the events;
- Collecting all publications and records for project files, and contribute to the Project Progress Reports with all published materials, broadcasts and events;
- Ensure the visibility in all programme events, on printed materials, etc;
- Provide technical advice and support to team leader and other staff in planning and developing relevant communication and visibility products;
- Participation in public procurement and subcontracting procedures including preparation of related technical documentation in the area of the communication and visibility;
- Where appropriate, taking part in seminars or teaching sessions for future media coverage;
- Assisting the Head of JTS as the Team Leader in preparation and delivering of workshops to potential applicants/grant beneficiaries (Visibility aspects of project; preparation/implementation) and other events in the field, particularly related to Communication and Visibility matters;
- File all documents appropriately, in physical or electronic form, or both;
- Fulfillment of any other tasks assigned by the Head of the JTS.

Profile and qualifications

- University degree preferably in communication, journalism, marketing, media, business administration, or related relevant fields;
- Fluency in both written and spoken English and the official languages of the participating countries;
- 6 years' work experience, in media relations, communication and visibility matters;
- 1 year experience with international donors preferably, in communication and visibility matters, will be considered as an asset ;
- Experience in public campaigns will be as an asset.
- Excellent writing skills. He/ She must be able to communicate complex information in a lively, accurate and readable manner in a variety of formats, including, press releases, magazines, newsletters, websites,.
- Ability to deliver high quality work to time in a pressured environment; to work to a number of competing deadlines and to 'multi – task.
- Ability to respond to and prioritize a very diverse range of media enquiries relating to the Programme;

THIS PROJECT IS IMPLEMENTED BY:



THIS PROJECT IS FUNDED BY THE
EUROPEAN UNION



MINISTRY OF LOCAL
SELF-GOVERNMENT



MINISTRY OF EUROPEAN
INTEGRATION



THE EUROPEAN UNION'S CROSS-BORDER COOPERATION PROGRAMME

- Very good computer skills: MS Office including Excel, Access and PowerPoint, Internet and ability to summarize data and present reports on media mentions, outputs and outcomes;
- Very good communication skills, creative and problem-solving oriented.

Location

The Communication and visibility officer can work from home city as well as from the JTS office in Struga when the need arise. Prior agreement with the Head of the JTS office is needed.

Reporting

Formally, the JTS Communication and visibility officer will be reporting to the Head of JTS Struga, as the Team Leader, as well as to the Project Manager appointed by the MoLSG and to the Albanian Operating Structure (if needed).

He / She will prepare a monthly report about the implementation of the activities, under the Communication and Visibility Plan. He / She each month will prepare a timesheet and will submit to the Head of JTS for approval. The approved Time sheet by the Head of JTS should be adopted by the Project Manager appointed by the MoLSG, and the Project Manager of this Programme in the DEU in Skopje.

Note

The above job description is meant to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.



THIS PROJECT IS FUNDED BY THE
EUROPEAN UNION

THIS PROJECT IS IMPLEMENTED BY:



MINISTRY OF LOCAL
SELF-GOVERNMENT



MINISTRY OF EUROPEAN
INTEGRATION