



## **Call for Vacancy Applications**

### **PR and Communications Specialist**

Promoting Private Sector Employment (PPSE) project (50%)

Swisscontact Eastern Europe (50%)

Swisscontact in Kosovo is looking for a PR and Communications Specialist to work at 50% for PPSE project financed by SDC and 50% for the Swisscontact Eastern Europe.

#### **Main Function and Tasks**

The main function of the position is to support and advise the management in shaping the overall internal and external communication processes of PPSE and Swisscontact Eastern Europe, according to the communication guidelines of HO, of SDC, and other donors as applicable and following the project's communications for development strategy and the project document. The role of this function is help craft messages, design and guide communication strategy(ies) and activities and implement those in close collaboration with each team. The goal is to position PPSE and Swisscontact Eastern Europe towards donors, partners and other stakeholders with better relations, visibility and stronger partnerships, and to support acquisition of new projects.

As PPSE PR and Communications Manager the main tasks of the position include:

- Lead the development and implementation of a communication strategy in close collaboration with the management, and deliver communications resources and support.
- Support the management in the overall internal and external communication of Swisscontact in Kosovo, specifically PPSE.
- Manage external and internal communications of the project, in close collaboration with the sector teams and project partners.
- Proactively develop project communication ideas and content such as news, press releases, case studies, project references et. Propose and conduct communications-related activities and events.
- Work closely with project partners to advise and support them in PR and strategic communications.
- Guide and instruct PPSE project staff to use Communication for Development / Impact.
- Plan the activities within the given budget.
- Coordinate and communicate with SDC and stakeholders.
- Ensure compliance with Swisscontact's and SDC's communications guidelines in regards to branding, corporate identity and corporate design.
- Contribute to regular (annual, semester) reports to SDC.

As Regional Communications Manager the main tasks of the position include:

- Lead the development and implementation of a regional communication strategy in close collaboration with the management, and deliver communications resources and support.
- Make regular publications such as regional newsletter, news on the website, press releases, photos and videos, events, and the regional report; regionally and on Swisscontact global pages (website, Facebook, YouTube, LinkedIn).
- Plan the activities within the given budget.
- Coordinate and communicate with key donors and stakeholders.
- Ensure compliance with Swisscontact's and donors' communications guidelines in regard to branding, corporate identity and corporate design.
- Support the development and growth of the Swisscontact Regional Office Eastern Europe.
- Coordinate with Project Managers in the Region to obtain content (case studies, reports, papers, pictures etc.) for publication.
- Support the communications specialists in the projects with general information and how to implement and comply with organizational communications and CD/CI materials.
- Maintain and update the regional communications files and Teams/Bluecloud storage, such as presentations, institutional information, pictures, videos, contacts etc.
- Support proposal preparation for new projects in the region.

#### Minimum requirements

- Minimum of Bachelor Degree in communication/journalism, Social Studies or other relevant discipline
- At least 3 years professional experience in a similar position
- Excellent written and spoken communication skills in English and Albanian
- Ability to travel extensively in Kosovo and the region
- Ability to act independently and take initiative
- Good interpersonal skills and team player
- Applications from men and minority groups are encouraged.

Application deadline 17 April 2022

How to Apply:

Please submit your CV, motivation letter and proof of your completed education at [venera.dyla@swisscontact.org](mailto:venera.dyla@swisscontact.org) Please also provide contact details of three professional references.

More information

For more details on the job, please write to: [venera.dyla@swisscontact.org](mailto:venera.dyla@swisscontact.org)

Further general information on PPSE can be obtained from our website: [www.ppse-kosovo.org](http://www.ppse-kosovo.org)