

**Vacancy:** Communication Officer  
**Duty Station:** Belgrade, Republic of Serbia  
**Duration:** 31 August 2021 [with possibility of extension]  
**Application deadline:** 11 February 2021

## Background

The Roma Education Fund's (REF) mission and ultimate goal is to close the gap in educational outcomes between Roma and non-Roma. In order to achieve this goal, the organization supports policies and programs which ensure quality education for Roma through scholarships, grant making and advocacy activities.

The objectives of REF include:

- Expanding Romani children's access to quality early childhood education and care.
- Improving primary education outcomes for Romani children aged six to fourteen.
- Boosting academic performance and graduation rates from secondary education for Romani pupils.
- Supporting access to tertiary education, improving graduation levels and strengthening identity of Romani university students.
- Expanding employment opportunities for young Romani adults.

The Roma Education Foundation (REF) in Serbia implements two projects: "*Employment Empowerment of Young Roma – phase 2*" funded by the German Financial Cooperation implemented by KfW on behalf of the German Government – Ministry for Economic Cooperation and Development, as well as the project "*Development and Education, Employment, Partnerships and Gender Equality: A Winning Formula for Roma in VET*" sponsored by the Austrian Development Agency in Kosovo\* and Albania.

The overall objective is to support social inclusion of Roma through increased graduation rate of Roma secondary school and university students, as well as through vocational education and training, and their facilitation into the labor market, and empowering stakeholders to take active measures in supporting transition of Roma from education to employment. The projects contribute to social cohesion through increased education attainment and improved employability of Roma children and youth, while fostering cross-country and regional dialogue and knowledge transfer.

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\* This designation is without prejudice to position on status and is in line with UNSCR 1244/99 and the ICJ Opinion on the Kosovo declaration of independence.

## **Duties and responsibilities**

The main duties and responsibilities of the Communication Officer are to enhance visibility of REF implemented projects, ensure content quality, support the respective project teams on both projects, and provide general communication related support to REF, in coordination with REF predefined program objectives. The Communications Officer also cooperates with the project partners in the project countries.

The Officer is responsible, but not limited to the following duties:

### **1. Project Communication for Advocacy and Awareness**

The Communication Officer will work closely with the Projects' sections to ensure that relevant project materials such as success stories, factsheets, blogs, reports etc. are developed and disseminated to donors and target groups through relevant media and network channels. The Communication Officer will assist the project officers in the communication proposal stage to identify appropriate communication activities for the projects. The Officer will develop creative multimedia products (e.g. print, electronic, audio, visual content, etc.) to reach target stakeholders and audiences.

### **2. Media Relations**

Develop and maintain contact information, materials and relationships with journalists and media outlets (print, TV, radio, web, etc.) within and outside of Serbia to increase coverage of Roma education and transition to employment issues in the media (print, broadcast and digital). Specific activities may include:

### **3. Digital Communication/Social Media**

Continuously update REF website and social media sites (Facebook, Twitter, Instagram, LinkedIn, YouTube) such as daily monitoring, posting and content development.

### **4. REF Branding and Communication**

Ensure timely and quality production of advocacy and branding materials such as bulletins, annual and donor reports, supplements, factsheets, briefing notes, stories, videos, pictures etc. The Communication Officer will develop and archive communication materials (including digital) such as publications, press releases and clippings, photographs, audio-visual materials, web resources etc.

### **5. Events and Campaigns**

Assist in organizing and generating public support for events and campaigns which are essential for the Roma children inclusion. Support organization of workshops, seminars, campaigns, events and project review meetings including meeting minutes (design, contractors, press and media monitoring).

### **6. Working relations**

The Communication Officer will work closely with the communication officer and the project officers on a daily basis. He/she will maintain close interaction with the program staff of the REF network, and with the

entities regarding communications work within and outside the government, including the local media and REF partners.

### **7. Press clipping and media monitoring**

The Communication Officer will follow media channels and conduct media monitoring for the assigned projects.

#### **Required qualifications:**

- At least B.A. in social sciences, preferably in the area of communications, journalism, public relations or a related field.
- At least three years of similar work experience is required.
- Acquaintance with digital tools, experience with local and global digital framework and trends.
- Previous experience in working with Roma and/or Roma CSOs is an advantage.
- Experience in an international organization is desirable.
- Ability to adapt and respond in a flexible manner when needed.
- Proficiency in English and Serbian language (Romanes is considered an added value).
- Good English-language writing, verbal, and editing abilities.
- Desirable knowledge of at least one foreign language custom to the countries where REF carries out its activities in the Western Balkans (not required but considered an added value).
- Gender sensitivity and respect for diversity.

**Compensation:** Commensurate with experience

#### **How to Apply**

Qualified candidates are invited to send their Cover Letters, CV's (both documents in English) and contact details of three Reference persons by 11 February via email to [ljilic@romaeducationfund.org](mailto:ljilic@romaeducationfund.org) with the subject line: Communication Officer, Belgrade

Please note that only shortlisted candidates will be contacted. Selection process is based on a written test and competency-based interview.

Roma Education Fund is an equal opportunities employer.