

Vacancy: Communication Officer
Duty Station: Belgrade, Republic of Serbia
Duration: 31 August 2021 [with possibility of extension]
Announcement date: 5 May 2021
Application deadline: 12 May 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, and as well as 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 and their facilitation into the labor market. The project contributes to social cohesion through increased education attainment and improved employability of Roma children and youth, as well as foster regional dialogue and knowledge transfer.

* 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 the Project, ensure content quality, support the project team, and provide general communication related support to REF, in coordination with REF predefined program objectives. The Communications Officer also cooperates with the project partners.

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 Project's sections to ensure that relevant project materials such as success stories, factsheets, blogs, reports etc. are developed and disseminated to the donor 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 project. 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.) in 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 KfW Project website and Facebook page, 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 Project Manager, REF Senior Communication Officer and the Project Officers. 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 project.

Required qualifications:

- At least B.A. in social sciences, preferably in 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 Letter, CV (both documents in English) and contact details of three Reference persons by 12 May via email to jbojic@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.