



Vacancy Number: 002/2019

Category: Project Staff

Type of Appointment: Fixed-term

Location: Belgrade, Serbia

Vacancy issued: 22 February 2019

Deadline for application: 8 March 2019

Terms of Reference for a Communication Officer for the Roma Integration Action Team of the Regional Cooperation Council Secretariat (RCC)

The RCC is seeking a Communication Officer for its Roma Integration Action Team located in Belgrade, Serbia. The terms of the contract will be determined on the basis of the applicable RCC personnel policies. The Action Team remuneration package is aligned with the benefits and pay scales of the RCC staff.

Background

The Roma Integration (phase II) is a three-year action implemented by the Regional Cooperation Council in the seven IPA II beneficiaries (Western Balkans and Turkey), with the financial support of the European Union and the Open Society Foundations, in the period 2019-2021. It builds on the Roma Integration 2020 action, implemented from 2016 to 2018. The action supports the integration of Roma as part of the EU accession process, in line with the EU Framework for National Roma Integration Strategies (NRIS). It focuses on mainstreaming Roma integration in relevant public policies, sector reforms, and the overall public budgeting processes. The results are monitored as part of the EU accession process.

The overall objective of the Roma Integration action is to reduce the socio-economic gap between the Roma and non-Roma population in the Western Balkans and Turkey. The action assists the governments in the region to achieve concrete targets in the areas of education, employment, housing and health, as well as in civil registration, gender equality and non-discrimination, as part of their policy reforms and EU accession efforts.

The specific objective of the Roma Integration action is to increase the rate of implementation of relevant mainstream and targeted measures for Roma, increase budget allocations and execution, improve public service delivery, all of which provide for long-term impact on Roma integration. This is building on the achievements of the first phase action on improved institutional arrangements, policy formulation, transparency of implementation and social dialogue.

The Regional Cooperation Council (RCC) was established in 2008 as a regionally owned and led framework. It works under the political guidance of the SEECP to promote regional cooperation and European and Euro-Atlantic integration of South East Europe (SEE).

The RCC is implementing the Strategy and Work Programme 2017-2019 and its biggest part, the South East Europe (SEE) 2020 Strategy, as a basic working document for the organisation until 2020. The SEE 2020 Strategy aims to promote creation of jobs and prosperity in a European perspective for the Western Balkans. RCC agenda is focused on result-oriented interventions in a restricted number of areas. The RCC will continue to work to reduce – and where possible remove – the obstacles to increased mobility, enhanced connectivity and improved competitiveness in SEE, while also contributing to better governance, improved functioning of the rule of law and enhanced security in the region.

The organisation maintains close working relations with all actors of relevance to these areas such as governments, international organisations, international financial institutions, regional organisations, private sector and civil society.

The RCC consists of 46 participants. The RCC and its Secretariat receive operational guidance and supervision from the RCC Board. The RCC Board consists of those RCC participants contributing to the budget of the RCC Secretariat. The RCC has a Secretariat based in Sarajevo, Bosnia and Herzegovina.

Outline of the Position

The Communication Officer will be responsible for the formulation and implementation of Roma Integration Communication and Visibility Strategy and performing all communication and visibility tasks, including the "media dissemination" activity of the action, preparing publicity content, website management, dissemination of information, liaison with key stakeholders and similar. She/he will liaise with the RCC's PR team in promotion and implementation of the action under the direct guidance and supervision of the Action Team Leader.

Duties and responsibilities

Responsibilities include, but are not limited to, the following tasks:

- Lead on the formulation and implementation of the Roma Integration Communication and Visibility Strategy and perform all communication and visibility tasks under the guidance of the Roma Integration Action Team Leader, in close cooperation with the Regional Cooperation Council's PR Team, and in line with the donor's, RCC's and Roma Integration action's communications and visibility guidelines;
- Lead on and implement the media dissemination activity aimed at changing the negative narrative on Roma, and the integration policies in the media, social media and the public, by establishing and maintaining a regional network of journalists and supporting the production of relevant media content;

- Participate in the Roma Integration public events, facilitate their organisation and assist in handling all PR aspects, including press releases, media advisories, interviews, statements, etc.; distribute press releases, statements, etc.; prepare media kits and background information on Roma Integration activities for journalists;
- Support preparation and publication of articles and other promotional materials in various media (digital, online, print, etc.);
- Assist in gathering and preparing website content; draft contributions for Roma Integration websites and upload the approved web content, including relevant text, photo, audio and video content;
- Manage the social media tools of the Roma Integration, namely Facebook and Twitter;
- Manage the preparation and distribution of the Roma Integration Newsletter and coordinate the preparation of the textual content of the Newsletter;
- Communicate with designers regarding Roma Integration publications and RCC visual identity items;
- Create and maintain a relevant media and journalist database;
- Engage in documenting and archiving the information of the Roma Integration action;
- Execute the action's visibility budget in close cooperation and under the coordination of the Action Team Leader;
- Identify news of interest to the Roma Integration action;
- Perform other related tasks as assigned.

Key Requirements:

- University education in public relations, journalism, political or social sciences, or related fields;
- At least five years of experience in press/media/communications, government and/or NGOs, news gathering organisations or public relations agencies;
- Excellent oral and written communication skills in English and in local language; knowledge of SEE languages and/or Romani language will be an asset;
- Excellent analytical and organisational skills;
- Excellent computer skills; skilled in web-based applications and browsers; photography skills are an asset;
- Proven commitment to Roma integration issues/previous experience in communicating and performing visibility tasks related to Roma integration will be considered an asset;
- Ability to work long hours, under pressure and in a stressful environment;
- Open-minded, communicative, co-operative, creative team worker.

Location / Contract

The holder of the position will be based in Belgrade, Serbia. Initial contract is concluded for one (1) year with the trial period of six (6) months and possibility of extension upon completion of performance review.

Application Rules

Qualified candidates are invited to send their cover letter and CV (both in English) by 8 March 2019 by 17:00 Central European Time via e-mail to **jobs@rcc.int**.

Only shortlisted candidates will be contacted.

The selection process is based on a written test and competency-based interview.

The candidate should be national of the participants of the RCC Board from South East Europe:

Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Greece, Kosovo*¹, Moldova, Montenegro, Romania, Serbia, Slovenia, The Republic of North Macedonia, Turkey.

Candidates of Roma origin are particularly encouraged to apply.

The RCC is an equal opportunities employer.

¹ *This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo declaration of independence.