



Type of Appointment: Service Contract

Location: Belgrade, Serbia

Deadline for application: 17 November 2017

**Terms of Reference for a Communications Associate of the Regional Cooperation Council
Roma Integration 2020 Action Team**

Background

Roma Integration 2020 is a project implemented in the framework of the Regional Cooperation Council (RCC). It builds on the achievements of the *Decade of Roma Inclusion 2005-2015* initiative, and is in line with the EU Framework for National Roma Integration Strategies and the EU accession process. While these processes established the basis for public policies, institutional arrangements and dialogue on Roma issues, impact on Roma remains limited. Roma still face social exclusion and discrimination leading to lack of education, chronic unemployment, limited access to healthcare, rudimentary housing, limited access to essential services and widespread poverty. The reason is found in the isolation of the issues of Roma from mainstream public policies, budgeting, public service institutions and administration, and exactly this reason is addressed by the Roma Integration 2020 project.

The objective of the Roma Integration 2020 is to contribute to **reducing the socio-economic gap** between the Roma and non-Roma population in the Western Balkans and Turkey and to **strengthen the institutional obligations** of governments to incorporate and deliver specific Roma integration goals in mainstream policy developments. In line with this, Roma Integration 2020 aims to assist national governments to integrate Roma specific policy measures into: (1) mainstream socio-economic policies and public service delivery; (2) national budget planning and service delivery processes.

Roma Integration 2020 project activities include:

- direct assistance and technical support to governments to set up institutional arrangements to coordinate, consult, implement and report on Roma issues;

- public dialogue forums on Roma issues;
- policy clinics offering continuous support, specific consultative meetings and trainings and written policy recommendations on policy formulation, prioritizing, mainstreaming, budgeting and monitoring;
- regional policy workshops to boost the aforementioned activities with exchange of promising practices and to ensure regional coordination in line with the EU accession process;
- annual assistance to reporting and reviewing of reports in line with the EU reporting;
- participation at EU organized meetings and processes related to Roma issues;
- streamlining Roma issues with the core work of RCC;
- visibility and coordination activities, including high level and task force meetings, as well as regular publishing of bulletins, maintaining of a website and publication of monographic study based on the project achievements.

The Roma Integration 2020 participants are the IPA II beneficiaries: Albania, Bosnia and Herzegovina, The Former Yugoslav Republic of Macedonia, Kosovo¹, Montenegro, Serbia, and Turkey.

The project is co-financed by the European Union and the Open Society Foundations, and implemented by the RCCs Roma Integration 2020 Action Team based in Belgrade.

Duties and Responsibilities

- Leads on the formulation and implementation of the Roma Integration 2020 Communication and Visibility Strategy and performs all communication and visibility tasks under the guidance of the Roma Integration 2020 Action Team Leader, in close cooperation with the Regional Cooperation Council's Communications Department, and in line with the donor's communications and visibility guidelines.
- Participates in the Roma Integration 2020 public events, facilitates organization of the events and assists in handling all PR aspects of events, including press releases, media advisories, interviews, statements, etc.; distributes press releases, statements, etc.; prepares media kits and background information on Roma Integration 2020 activities for journalists;
- Assists in gathering and preparing website content; drafts contributions for Roma Integration 2020 websites and uploads the approved web content, including relevant text, photo and video content;
- Manages the social media tools of the Roma Integration 2020, namely Facebook, Twitter and the YouTube channel;
- Assists in the preparation and distribution of the Roma Integration 2020 Newsletter;
- Communicates with designers regarding Roma Integration 2020 publications and RCC visual identity items;
- Creates and maintains a relevant media and journalists database;

¹ This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

- Engages in documenting and archiving the information of the Roma Integration 2020;
- Identifies news of interest to the Roma Integration 2020 project;
- Perform other related work as assigned.

Reporting:

The Communications Associate directly reports to the Team Leader of the Roma Integration 2020, under close cooperation with the Communication Department of the RCC Secretariat.

Key Requirements:

- University education in public relations, journalism, political or social sciences, or related fields;
- At least two years of experience in press/media/communications, government and/or NGOs, news gathering organizations or public relations companies;
- 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 organizational skills;
- Excellent computer skills; skilled in web-based applications and browsers; photography skills are an asset;
- Commitment to Roma integration issues;
- Ability to work long hours, under pressure and in a stressful environment;
- Open-minded, communicative, co-operative, creative team worker.

Contract

Initial contract is concluded for one (1) year period with the trial period of three (3) months and possibility of extension upon completion of performance review.

Application Rules

Qualified candidates are invited to send their CV, cover letter and two reference letters (all in English) by 17 November 2017 via e-mail to romaintegration2020@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 a participant of RCC Board from South East Europe.

Candidates of Roma origin are particularly encouraged to apply.

The RCC is an equal opportunities employer.