## Terms of Reference - Communication Officer

**The Institute for Development, Research and Alternatives (IDRA**), is implementing the project "Corruption Free Universities in Albania, North Macedonia, and Serbia." This project falls under the framework of SMART BALKANS CIVIL SOCIETY FOR SHARED SOCIETY IN THE WESTERN BALKANS, which is funded by the Ministry of Foreign Affairs of the Kingdom of Norway. The project aims to promote the rule of law, provide effective administration of justice, and prevent corruption among students and university employees in higher education institutions in Albania, North Macedonia, and Serbia.

**The overall goal** of the project is to promote the rule of law, provide effective administration of justice, and prevent corruption among students and university employees in the higher education sector of Albania, North Macedonia, and Serbia.

**The specific objectives (outcomes)** of the project are as follows:

* To raise awareness among all stakeholders in the higher education system about the effective implementation of corruption prevention mechanisms.
* To strengthen the capacities of university administration and management, as well as the capacities of students, student bodies, and organizations, to implement existing legislation for corruption prevention and to develop new instruments to address emerging challenges.
* To promote the establishment of an enabling environment for reporting corruption through better-informed stakeholders and the general public.

**Scope of Work:**

The Communication Officer will be responsible for supporting the implementation of project activities related to communication, information dissemination, and awareness raising. The officer will work closely with the project team and stakeholders to ensure effective communication and coordination.

Key Responsibilities

The Communication Officer will have the following key responsibilities:

* Coordinate the production and dissemination of communication materials, including reports, policy papers, anti-corruption guides, best practice toolkits, and other relevant documents.
* Develop and maintain effective working relationships with project partners, stakeholders, and the media to ensure the project's messages reach the target audience.
* Support the organization of capacity-building seminars and events related to the project.
* Manage the project's online presence, including the project website and social media channels, to ensure timely and accurate information dissemination.
* Monitor and evaluate the effectiveness of communication activities and recommend improvements as needed.
* Provide regular updates on project activities, progress, and achievements to the project team and relevant stakeholders.
* Perform any other communication-related tasks as assigned by the project manager.

**Qualifications and Experience**

The ideal candidate for the Communication Officer position should possess the following qualifications and experience:

* A bachelor's degree in communication, public relations, journalism, or a related field. A master's degree would be an advantage.
* Proven experience in developing and implementing communication strategies and plans, preferably in the field of anti-corruption, rule of law, or higher education.
* Strong writing and editing skills, with the ability to produce high-quality communication materials.
* Experience in organizing and managing events, workshops, or seminars.
* Proficiency in using various communication tools and platforms, including social media.
* Excellent interpersonal and networking skills to effectively engage with diverse stakeholders.
* Fluency in English and Albanian is required.

**Duration and Remuneration**

The Communication Officer will be hired on a part-time basis for the duration of the project, expected to be July 2021 until August 2024.

Remuneration will be proportionate with qualifications and experience for **2.5 days per month.**

**Application Process**

Interested candidates are invited to submit the following documents:

* Curriculum vitae (CV) highlighting relevant qualifications and experience.
* Cover letter outlining the candidate's motivation and suitability for the position.
* Financial offer (daily fee)

Applications should be sent to [idra@idra.al](mailto:idra@idra.al) and [elektra.marticanaj@idra.al](mailto:elektra.marticanaj@idra.al) no later than 10th of July 2023.

Only shortlisted candidates will be contacted for an interview.

Please feel free to contact us if you require any further information or clarification.

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