



Vacancy Announcement

Position	Project Officer – Communication and Media
Type of Position	Project position, full time
Duty station	Sarajevo, Bosnia and Herzegovina
Language	English
Eligibility	Citizenship of a Regional Anti-corruption Initiative's member country
Contract type	Fixed-term employment agreement
Contract Duration	One year initially, extension subject to performance evaluation and funding availability
Application deadline	31 st March 2024
Starting date	As soon as possible
Applications to be submitted to	vacancy@rai-see.org (please indicate the position you are applying for in the email subject line)

1. BACKGROUND

Regional Anti-corruption Initiative (RAI) is an intergovernmental regional organization comprised of nine member countries from South East Europe (SEE): Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Moldova, Montenegro, North Macedonia, Romania and Serbia; and five observers: Poland, Georgia, Slovenia, Ukraine and Greece.

RAI's mission is to lead regional cooperation to support anticorruption efforts by providing a common platform for discussions through sharing knowledge and best practices. RAI acts as a regional hub through which governments of the region combine their efforts to curb corruption in the SEE.

RAI Secretariat is based in Sarajevo and it is the executive body of the Initiative. It facilitates regional cooperation and efforts in curbing corruption in SEE by building on existing actions, through better coordination of all efforts, and by relying on high-level political commitment.

RAI Secretariat partners with the Centre of Crime and Security Sciences of the Universities of Trento and of Verona, Italian Anticorruption Authority (ANAC), the Romanian National Agency for Integrity, and the Centre for the Study of Democracy (Bulgaria) to implement a 2-year interdisciplinary project titled *Towards Contemporary Knowledge and Innovative Tools for Assessing and Enhancing Effectiveness of Asset and Interest Disclosure (AID) Systems in EU Member States and Candidate States* (hereinafter: [qAID](#)). The project is co-funded by the European Commission under the ISF programme.

One of the objectives of the project is to promote the implementation of best practices and data exchange on asset and interest disclosure systems in EU Member States and Candidate States, with expected outcome of improved knowledge and further dissemination of best practices and effective (including automated and digital) systems and procedures in the area of asset and conflict disclosure.

2. SCOPE OF WORK

Under the overall supervision of Chief Program and Communications Officer, and under executive

authority of the Head of RAI Secretariat, the Project Officer - Communications and Media will play an important role in increasing the RAI's communication and visibility, advancing awareness about RAI's role and ensuring proper and timely dissemination of information on RAI initiatives and achievements. This will involve maintaining RAI webpage and creating content for various social media platforms, organizing public awareness campaigns and events, monitoring media coverage, coordinating media relations, facilitating internal communication and following the communication trends. The incumbent will work closely with other RAI Secretariat staff members and will develop productive and cooperative relationships both within the RAI and externally.

The position may involve travel in the Southeast Europe region.

Duties and Responsibilities

The Project Officer - Communications and Media will be responsible for:

- Updating and implementing RAI and project communication strategies and appropriate communication and visibility plans;
- Maintaining the RAI website and social media accounts by posting relevant content adjusted for digital formats and propose further website upgrades;
- Ensuring RAI and project visual identity wherever applicable, including website, social media (Twitter, Facebook, LinkedIn, and YouTube), newsletters, leaflets, etc;
- Promotion and timely dissemination of all advocacy materials and products;
- Collaborating with other team members to design and execute events, by taking lead on communication and outreach segment, including moderating discussions online and face-to face and drafting keynote speeches and talking points;
- Maintaining and straightening internal communication through the organization of the team building and other activities and initiatives, including drafting internal memos and newsletters, etc.;
- Adapting information and deliverables from RAI into different digital formats and formulating key messages for non-expert audiences, e.g. policy makers, practitioners, and the general public;
- Research and analysis on communication trends and best practices in anti-corruption efforts;
- Identification, and if applicable development of new communication channels
- Managing the translation/proofreading of information received, printing and dissemination of publications and audio-visual materials;
- Establishing and maintaining a network with relevant media in the SEE Region including drafting media advisories, press releases, responding to media inquiries, and producing press clippings

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Education

- Bachelor's degree in communications, public relations, international relations, journalism, or other social sciences degree supported by relevant training and experience in similar role related to project implementation will be accepted;

II. Experience and skills:

- Minimum of 3 years - over the last ten years - of professional experience at national or international level in public relations, communications, or advocacy;

- Excellent communication skills;
- Proficiency in the use of social media;
- Proficiency in use of visual editing and creating tools;
- Experience in creating content for various communication channels;
- Experience in operating Web Content Management Systems (experience with WordPress would be considered an advantage);
- Experience in creating and implementing communications strategies and communication plans;
- Experience on communication matters related to organization of official events;
- Familiarity in working with anti-corruption issues would be considered an asset;
- Fluency in English, both written and oral;
- Demonstrated experience in working with different stakeholders;
- Experience in media relations.

III. Competences:

- Clear and persuasive communication abilities in English, both written and oral, for conveying messages across various platforms and engaging stakeholders;
- The ability to analyse communication trends, media coverage and stakeholder feedback and making data-driven adjustments to optimize impact and reach
- Ability to quickly adjust to changing priorities and environments, while staying focused on organization's goals and ability to work under pressure;
- Strong organizational capabilities for planning, organizational and coordinating communication activities within set timelines and budgets to ensure successful outcomes;
- Understanding and navigating diverse cultural contexts RAI is operating in for building relationships and communicating effectively;

IV. Values:

- Demonstrate integrity by modelling the universal and EU values and ethical standards;
- Display cultural, gender, religion, race, nationality and age sensitivity;

4. **APPLICATION REQUIREMENTS**

Eligibility: citizenship of a Regional Anti-corruption Initiative's member country.

Interested applicants shall submit the following documents/information in **English** to demonstrate their qualifications:

- Curriculum Vitae (CV);
- Cover Letter demonstrating applicant's motivation and how applicant's experience and competencies match those required by the Vacancy;
- Contact details of two referees familiar with the applicant's work experience and who can be contacted in English (details shall include email address, phone number and nature of professional relationship);
- Information on availability/commencement date;
- Information on citizenship (indication in the CV or in the Cover Letter is sufficient).

5. EVALUATION OF APPLICATIONS

RAI applies a fair and transparent selection process that takes into account technical qualifications of the potential candidates.

Candidate applications determined as responsive/compliant/acceptable shall be evaluated using a cumulative analysis method, taking into consideration the combination of applicants' education, qualifications, and experience, as indicated below:

Criteria:

- **Technical Evaluation: 50%**

- Education – qualifying criteria (no points to be allocated);
- At least 3 years - over the last ten years - of professional experience at national or international level in public relations, communications or advocacy - qualifying criteria (no points to be allocated);
- Experience in creating content for various communication channels: 10%;
- Experience in drafting and implementing communications strategies: 10%
- Work experience on communication matters related to organization of public events: 10%
- Experience in website and social media management: 10%
- Experience in media relations: 5%
- Experience in managing internal communications: 5%
- Demonstrated experience in working with different stakeholders: government institutions, public officials, international organizations, and civil society in SEE and/or in similar assignments with donor-funded projects in the SEE region (beyond BiH): BONUS +3%;
- Familiarity in working with anti-corruption and/or asset recovery issues: BONUS +2%;

- **Interview – 50%.**

Five candidates receiving the highest score in the evaluation process shall be shortlisted for an interview. Interviews may include one or more of the following: written test, job-related examinations, situational exercises and language tests.

The employment agreement shall be offered to the applicant who received the highest score out of the technical evaluation (50% of total score) and interview (50% of total score).

6. CONDITIONS OF THE CONTRACT

The selected candidate is expected to start working as soon as possible.

This is a full-time position with a 90 days probation period. The Employment Agreement shall be signed for one year, with the possibility for extension based on the funding availability.

RAI offers a compensation package that is competitive and comparable with other regional organizations:

- Annual gross salary: €22.400;
- Compulsory pension/health/unemployment insurance in Bosnia and Herzegovina;
- Travel Health Insurance;
- Monthly child allowance for children under 18 years of age.

Holidays: 30 days of annual leave, holidays observed by the Secretariat (available at the following [LINK](#)) and 2 days for observance of other holidays.

RAI Secretariat encourages all employees to balance their professional and private life and recognizes work-from-home policy or flexible scheduling.

7. ADDITIONAL INFORMATION

All additional questions regarding this vacancy announcement can be submitted via e-mail with a clearly indicated vacancy you are referring to in the subject of the message, to the following email address: vacancy@rai-see.org. All questions shall be submitted in English.

Questions may be sent not later than five days before the deadline for the submission of the applications. Answers will be provided not later than three days before the application deadline. All questions and answers that may be relevant to other applicants as well will be published on the RAI Secretariat website. Information on senders will not be disclosed.

8. HOW TO APPLY

Full applications with supporting documents shall be sent by midnight of March 31st, 2024 (23:59 CEST) via email to RAI Secretariat (vacancy@rai-see.org). Applications submitted by other means (e.g. by fax, via post, in person) shall not be considered.

Job title shall be indicated in the email subject line.

Late and incomplete applications will not be taken into consideration. Acknowledgement receipt shall be sent for all received applications. Due to the large number of applications, we receive, we are able to inform only the candidates who are short-listed for an interview.

RAI is committed to achieving workforce diversity in terms of gender, nationality and culture.

All applications will be treated with the strictest confidence.