



Vacancy Announcement

Position	Communications Officer
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	11 January 2026
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 partners with the Fondazione Safe and the Center for the Study of Democracy (CSD) to implement a 2-year interdisciplinary project titled *Judicial Synergies for Transnational Seizure, Harmonised Asset Recovery and Enforcement* (hereinafter: JUST-SHARE). The project is co-funded by the European Commission under the Justice programme.

The project seeks to enhance judicial cooperation in criminal matters by promoting collaboration of judicial representatives with AMOs, AROs and LEAs, across the judicial supply chain in asset recovery cases in national and cross-border cases, particularly among EU and other Participating countries to the JUST Programme from the Western Balkans. Work Package 6 of the project relates to networking, communication and dissemination to ensure that the results of the project are effectively shared with key target groups, therefore contributing to raising awareness on the relevance of effective inter-agency judicial cooperation in asset recovery.

2. SCOPE OF WORK

Under the overall supervision of RAI Director, the Communications Officer 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 position may involve travel in the Southeast Europe region.

Duties and Responsibilities

The Communications Officer 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;
- Graphic designing and editing of visual materials for platforms where necessary;
- Ensuring RAI, donor and projects' visual identity wherever applicable, including website, social media (Twitter, Facebook, LinkedIn, and YouTube), newsletters, leaflets, etc;
- Formatting and layout of RAI publications for printing;
- Promotion and timely dissemination of all advocacy materials and products;
- Stepping in to review content, proofread and fact check when necessary;
- 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;
- 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 (within last ten years) of professional experience at national or international level in public relations, communications, or advocacy;
- Excellent written and oral communication skills;
- Proficiency in the use of social media platforms;
- Proficiency in use of visual editing and content-creation tools (e.g. Canva or similar);
- Experience in creating content for various communication channels (web, social media, print, etc.);
- Experience in operating Web Content Management Systems (experience with WordPress would be considered an advantage);
- Experience in developing and implementing communications strategies and communication plans;
- Experience in communication matters related to organization of official events;
- Familiarity with anti-corruption issues would be considered an asset;
- Fluency in English, both written and oral;
- Demonstrated experience in working with different stakeholders (public institutions, civil society, media, etc.);
- Experience in media relations.

III. Competences:

- Ability to communicate clearly and persuasively in English, both orally and in writing, across a variety of platforms and stakeholder groups;
- Ability to analyse communication trends, media coverage, and stakeholder feedback, and to make data-driven adjustments to optimize outreach and impact;
- Ability to adapt quickly to changing priorities and environments while remaining focused on organizational goals and delivering results under pressure;
- Strong organizational skills, including planning, coordinating, and implementing communication activities within set timelines and budgets;
- Ability to understand and navigate diverse cultural contexts in which RAI operates, fostering effective communication and relationship building.

IV. Values:

- Demonstrates integrity by modelling the universal and EU values and ethical standards;
- Displays 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:

1. Initial screening/eligibility criteria:

- Citizenship – mandatory;
- Education – mandatory;
- Minimum of 3 years (within last ten years) of professional experience at national or international level in public relations, communications, or advocacy – mandatory;
- All required documents and information must be submitted in full and by the specified deadline – mandatory.

Failure to meet these criteria will result in disqualification.

2. Technical Evaluation: 50%

- Experience in creating content for various communication channels (web, social media, print, etc.): 10%
- Experience in developing and implementing communication strategies and communication plans: 10%
- Experience in communication tasks related to the organization of official/public events: 10%
- Experience in website and social media management, including use of content management systems (e.g., WordPress): 10%
- Experience in media relations: 5%
- Proficiency in visual editing and content-creation tools (e.g. Canva,): 3%
- Experience in managing internal communication processes and tools: 2%

Bonus Points (*Only awarded if clearly demonstrated in the application*):

- Demonstrated experience working with diverse stakeholders (government institutions, public officials, international organizations, civil society), particularly in SEE and/or in donor-funded projects: +3%
- Familiarity with anti-corruption issues: +2%

3. Interview – 50%.

Three 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). To be considered eligible for employment, a candidate must achieve a minimum of 70% in the total possible evaluation 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 performance and funding availability.

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

- Annual gross salary: €26,915 (For BiH citizens, salary inclusive of compulsory pension/health/unemployment insurance in BiH);
- Health insurance in Bosnia and Herzegovina for non-BiH citizens;
- Travel Health Insurance;
- Monthly child allowance for children under 18 years of age.

Holidays: Holidays: 30 days annual leave, holidays observed by the Secretariat (available at the following [LINK](#)), national public holidays in employee's respective country 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. HOW TO APPLY

Full applications with supporting documents shall be sent by midnight of January 11, 2025 (23:59 CET) 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.

The job title shall be indicated in the email subject line. Acknowledgement receipt will be sent for all received applications.

All required documents and information must be submitted in full and by the specified deadline. Incomplete or applications received after the deadline will not be considered during the initial screening process.

8. 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.

Due to the large number of applications, we receive, we are able to inform only the candidates who are short-listed for an interview.

Only shortlisted candidates' documents will be retained for further processing, and all non-relevant applications will be securely deleted.

RAI is committed to achieving workforce diversity in terms of gender, nationality, and culture. Qualified women, individuals from minority groups and persons with disabilities are equally encouraged to apply.

All applications will be treated with the strictest confidence.