



Communication Expert

Vacancy Announcement

Co-PLAN is a non-profit organization that has contributed to sustainable development by enabling *good urban and regional governance*, tackling key environmental issues, developing civil society, impacting policies, and promoting community participation knowledge-making since 1995.

At the core of Co-PLAN's activity is the work with people and institutions, to foster tangible social transformation and positive change on the ground by inducing change-driving knowledge in our society for smart management of our habitat. Co-PLAN fulfils this mission through means of pilot activities and advisory services financed by national and international institutions and direct involvement with communities, local government units and other non-governmental organizations in the field of urban and regional management, environmental management, and municipal finance.

Co-PLAN is announcing a vacancy for the position of a "*Communication Expert*".

Main Duties and Responsibilities:

- Assistance to the Strategic Communication and Project Acquisition Unit (hereinafter used as "the unit") in the day-to-day activities;
- Building and facilitation of relations with institutions, communities, and interest groups;
- Organizing and conducting public meetings, hearing, consultations, etc.;
- Conducting research, assessments or surveys in aspects with a strong social component;
- Writing reports, *policy briefs*, or similar written documents.
- Assistance to the policy and research experts during research activities and policy writing;
- Organization and management of events such as conferences, workshops, roundtables, etc.;
- Conducting research on various topics, in full compliance with the Organisational Research Agenda;
- Working closely with the Unit in the process of preparing project proposals, including: monitoring of publication of Calls for Project Proposals, writing a project proposal, and preparing the supporting documentation;
- Conducting participatory processes as part of various projects with a strong community mobilisation/ participatory component.

Qualifications and Skills:

- University degree in a relevant field such as social sciences, law, communications, public policies, planning, economics, human resources development, management;
- Excellent command of the English language and fluency in both written and spoken English;
- High quality of writing in Albanian;
- Sharp analytical skills and ability to process and analyse data/information in both English and Albanian;
- A fine eye for document drafting;
- Excellent communication skills;
- Good organisation and facilitation skills for conferences, meetings, workshops;
- Knowledge of the public institutions and public policies in Albania, including the policy debates and events;



- Ability to work off own initiative and to proactively follow and tune-into the dynamics of team-work;

Professional experience

- Preferably 3 years of relevant professional experience.
- Preferably experience with EU or other international donor projects;

Application procedure

To apply for this position please send the following:

- A cover letter expressing your interest (written in English);
- A CV and two letters of references (in English);
- A copy of your academic diplomas;
- A document to prove the level of knowledge of the English Language (Diploma, Certificate, etc.).

Applications are accepted until **September 8, 2017, 17:00h**. Co-PLAN is an equal rights and opportunities employer. **Junior experts are also encouraged to apply**. Only those who fulfil the requirements specified in this Terms of References are encouraged to apply. ONLY short-listed candidates will be contacted for the 2nd stage of the selection process. All applications are to be sent to: co-plan@co-plan.org.