

## Call for the Communications officer

The Drug Policy Network South East Europe is an initiative of NGOs from the countries of South East Europe. Currently, there are 22 full members of the Network coming from Albania, Bosnia Herzegovina, Bulgaria, Croatia, FYRO Macedonia, Greece, Kosovo\*, Montenegro, Romania, Serbia and Slovenia. The Network organisations are primarily providers of preventive, therapeutic, harm reduction and rehabilitation services, focused on supporting drug users and connected key affected populations.

### Tasks

Tasks of the Communications officer are:

- Internal communication, including maintaining the DPNSEE internal communication channels (Zoho network management framework, Google groups, Zoom or similar service for communication and recording the meetings etc.), ensuring organisational initiatives and projects are successfully communicated to member organisations, Board members and employees and keeping them up to date about developments, preparing and distributing briefing notes, newsletters, and other information internally, using social media for internal communication, searching for information and advising the Board and Executive director about latest developments in the area of drug policy, etc.
- External communication, including preparing a communication analysis, communication with different target audiences, creating a wide range and dissemination of communication material, monitoring press, web pages, forums and social media sites, preparing recommendations on building a more positive attitude of stakeholders, preparing announcements about press conferences, organising them and preparing presentations and papers for speakers, providing the media with information about the Network and its activities, representing the Network at events when authorised, writing news and content for website pages, etc.

### Reporting and outputs

The Communications officer is responsible to the Executive director.

### Place of assignment

The place of assignment of the Communications officer is the DPNSEE Office in Belgrade, Serbia or on-line whenever it is efficient.

### Timeframe

The position of the Communications officer is a contract based position or consultancy contract, with a total of six working days a month.

The Communications officer will be engaged for the period September - December 2018.

### Experience and Category of the Communications officer

The proposed Communications officer shall have the professional qualifications and experience required to successfully cover all the tasks as indicated in this Term of Reference.



## **Knowledge, Skills and Abilities**

- A minimum of two years experience in communications strategy development
- Ability to communicate effectively in English language
- Excellent written and verbal communication skills
- Knowledge of digital marketing tactics, such as SEO and email marketing
- Experience with web pages management and social media platforms
- Responding to and addressing the community's queries and complaints efficiently, professionally and timeously
- Ability to communicate with people outside the organisation, representing the organisation to partners, the media, government and other external sources.
- Excellent critical thinking skills and the ability to create new ideas, relationships, systems or products, including creative contributions
- Flexibility, good communicational, interpersonal and organisational skills.

DPNSEE encourages people who use drugs and members of other vulnerable populations to apply for jobs.

## **Procedure**

Applications must be submitted in writing including a CV indicating the work experience and qualifications and a description of the motives for applying.

Applications should be sent by electronic mail to the following address: [office@dpnsee.org](mailto:office@dpnsee.org).

The deadline for submission of applications is Monday 27 August 2018, at 12:00 CET (local time in Belgrade, Serbia).

A selection committee will invite a number of candidates for an interview which will take place in Belgrade or via Skype by the end of August 2018.