

VACANCY NOTICE**Visibility Officer for Team Leader's Office**

Place of work:	Skopje, North Macedonia
Contractor:	Ludwig Boltzmann Institute of Fundamental and Human Rights
Expected duration:	36 months with possible extension of 6 months
Expected start:	June 2023

BACKGROUND

The Visibility Officer for TL Office will work as part of the implementation team for the European Union grant-funded project "EU Support for Rule of Law" in North Macedonia.

The Overall Objective of the project is to strengthen the rule of law in North Macedonia. The project has four specific objectives: 1. To improve the capacities of justice institutions to deliver justice in transparent and accountable manner, 2. To strengthen the capacities to effectively implement modern investigation techniques in fighting organized crime, 3. To improve the prevention and fight against corruption, and 4. To enhance the protection of fundamental rights.

ROLES AND RESPONSIBILITIES

- Support the Team Leader in all tasks related to the visibility of the project
- Develop, design, and implement all kinds of visibility activities, including events, online campaigns, etc., to make the projects purpose and achievements visible and comprehensible to different target audiences
- Conceptualise the project website and social media appearance and update its content
- Cooperate with the project's beneficiaries on visibility and outreach

REQUIREMENTS

- Professional oral and written fluency in English and Macedonian; good knowledge of Albanian would be an advantage
- Excellent communication skills and networking abilities
- Good presentation skills and excellent manners
- Relevant educational background, preferably university degree in communications, PR, social media management or similar working experience in the relevant field

This project is funded by the European Union



- Proven experience of maintaining good communication for clients or institutions (minimum 3 years)
- Proven experience in content development for websites and social media channels (minimum 3 years)
- Proven experience and skills in developing visibility activities
- Experience in cooperating with professionals in the field of communication, photographers, web-designers, layout specialists, etc. (minimum 3 years)
- Autonomous, organised, and diligent working style, with a good sense for priorities
- Previous experience with applying the EU visibility rules would be considered an asset

CONTRACT AND REMUNERATION

The contract will cover services for 36 months with possible extension of 6 months of project implementation.

The selected officer will sign a service provider contract with the Ludwig Boltzmann Institute of Fundamental and Human Rights (gmr.lbg.ac.at) and must have a status of self-employed. It will be his/her sole responsibility to comply with all legal requirements for self-employment as well as to cover all related taxes and charges.

The remuneration payment will be done according to the grant contract.

SUBMISSION OF APPLICATIONS

Applications must be sent to dieter.schindlauer@univie.ac.at by 02.06.2023, indicating “Visibility Officer” in the subject line and including a motivation letter and a CV in Europass format in English language. Applications sent after the deadline or incomplete applications will not be taken into consideration. Only short-listed candidates will be invited for a personal interview.

The expert shall not have been in any contractual relation with the public administration of the Republic of North Macedonia at least 6 months preceding their hiring.

