



**Montenegro  
Prime Minister's Office  
European Integration Office**

**Vacancy announcement**

European Integration Office, as the National Authority Project Partner of the – Strategic project »FACILITY POINT – Supporting the governance of the EUSAIR«, funded under the INTERREG V-B Adriatic-Ionian Cooperation Programme 2014-2020 by the European Regional Development Fund (ERDF), the Instrument for Pre-Accession Assistance (IPA II) and national funds, invites interested candidates to apply for the following position:

**Communication officer for the ADRION strategic project – “Facility Point – Supporting the governance of the EUSAIR”**

**Requirements and qualifications:**

- University degree, preferably in social sciences with focus on journalism, PR or communication;
- Knowledge of EU funds, IPA, EU funded programmes and EU Macro-regional strategies;
- Knowledge of the EU integration process;
- Knowledge in PR and communication tools;
- At least 7 years of working experience in the relevant field;
- At least 5 years of work experience related to the EU funded projects;
- At least 5 years of professional experience in writing articles, press releases, television stories and public information in areas of EU funds and/or EU integration process, as well as in public appearance and holding trainings;
- Experience in writing and implementing public information strategies and action plans;
- Experience in the EU macro-regional strategies will be considered as an asset/advantage;
- Experience in organizing high level events and presentation skills is an asset;
- Excellent communication skills;
- Fluency in both written and spoken English and Montenegrin;
- Advanced computer literacy;
- Ability to work in an international environment;

## **Application procedure**

Interested candidates have to submit following application documents:

- A curriculum vitae (CV) in Europass format;
- A motivation letter in English;
- Photocopy of University degree.

Interested candidates should send application documents **by 4 May 2021 until 15.00h** to the following e-mail address: [milos.mugosa@gsv.gov.me](mailto:milos.mugosa@gsv.gov.me) , specifying in the **Subject:** Communication officer for the ADRIION strategic project – “Facility Point – Supporting the governance of the EUSAIR”.

Only short-listed candidates shall be contacted for an interview.

An initial contract duration is until end of the Project, 31 December 2022.

### **Terms of Reference – Communication officer for the ADRIION strategic project – “Facility Point – Supporting the governance of the EUSAIR”**

**Position:** Communication officer for the ADRIION strategic project – “Facility Point – Supporting the governance of the EUSAIR”

**Location:** European Integration Office, Podgorica.

#### **Overall objectives:**

The main tasks of the Communication officer are to assist project’s partner/beneficiary and the Project Leader - Government Office for Development and European Cohesion Policy of the Republic of Slovenia in implementation of the Project’s communication activities in order to contribute visibility and awareness of EUSAIR and EUSAIR Facility Point project to internal and external stakeholders as well as public. Communication Officer will serve as technical support to partners and stakeholders at national level by providing communication assistance for the project implementation.

Selected Communication Officer will perform following duties:

- Technical assistance for the implementation of the Project communication activities;
- Conducts publicity and visibility activities related to the Facility Point project and EUSAIR;
- Improving digital presence and capacities of the Facility Point project and EUSAIR;
- Recognizing the importance of the daily usage of new media channels and social media communication contribution to the improvement of the digital presence of the Facility Point project and EUSAIR activities;
- Creating new promotional materials, as well as small souvenirs and practical items in accordance with the visibility guidelines of the EUSAIR;
- Increase events visibility at national and macro-regional level;

- Preparation of press releases;
- Preparation of Communication Plan/Media Plan;
- Support the communication activities related to all four thematic pillars of EUSAIR;
- Increase communication with the main target groups (media, stakeholders, general public);
- Update national and EUSAIR websites as central places that provides relevant, accurate and complete information about the events, EUSAIR activities and similar;
- Prepare and create EUSAIR newsletters;
- Communicate with the wide public through the social media channels;
- Facilitate and coordinate with external service providers' preparation of a short video(s) on projects that contribute implementation of EUSAIR goals/Action Plan;
- Preparation and execution of digital campaign related to achievements of EUSAIR;
- Other tasks ordered by the superiors;
- Educate and inform general public about the Facility Point project and EUSAIR.