Montenegro

Address: Bulevar revolucije 15

81000 Podgorica, Montenegro

Tel: +382 20 481 301

www.kei.gov.me

European Integration Office

Sector for European funds

**European Integration Office – Government of Montenegro**

**Vacancy announcement**

The European Integration Office of the Government of Montenegro (EIO), as the National Authority for the Interreg IPA CBC programme Italy – Albania – Montenegro for the financial perspective 2014 - 2020, financed by 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:

**Visibility Officer**

**Requirements and qualifications:**

* University degree in social sciences;
* Fluency in both written and spoken English and Montenegrin;
* 7 years of general working experience;
* 4 years of experience in communication and visibility;
* Experience in work with media and social networks;
* Knowledge of EU visibility rules;
* Advanced computer literacy;
* Experience in International and/or European funded projects will be considered as asset;
* Knowledge of European Territorial Cooperation will be considered as asset.

**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;
* Certificates or other relevant document confirming above stated requirements and qualifications.

The Terms of Reference is available on the EIO web-site: <http://www.kei.gov.me/>

Interested candidates should send application documents by **4** **March 2022 until 15.00h** **at the latest** to the following e-mail address: [jasna.bulatovic@gsv.gov.me](mailto:jasna.bulatovic@gsv.gov.me), specifying in the **Subject**: “Visibility Officer”.

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

**Terms of Reference – Visibility Officer**

**Position: Visibility Officer**

**Location: Government of Montenegro - European Integration Office, Podgorica**

**Overall objective**

The main task of the Visibility Officer is to provide communication and visibility support and expertise to the EIO in respect to the implementation of Interreg IPA CBC programme Italy – Albania – Montenegro (Programme). Visibility Officer will assist EIO in promotion of Programme results and achievements, as well as the results and deliverables of projects funded under the scope of Programme. His/her support is expected to bring Programme and projects goals and objectives closer to broader public and citizens and ensure alignment with EU visibility rules and best practices.

In general, communication and visibility activities at the level of Programme should result in promotion of EU values and policies and enhancing knowledge of wider public on the EU assistance benefits and on the ground results.

Selected Visibility Officer will perform following duties:

* Prepare Communication and Visibility Plan 2022-2023 for promotion of results/achievements of the Programme, projects financed through 1st and 2nd Call for Proposal and thematic projects;
* Provide inputs for regular update of EIO website related to announcement of events/activities and information on ongoing Programme/projects activities;
* Provide inputs for regular update of EIO social networks related to announcement of events/activities and information on ongoing Programme/projects activities;
* Prepare the tender for selection of external experts/company for media campaign aimed at promotion of the Programme/projects results;
* Provide inputs to selected external experts/company during preparation and implementation of the media campaign;
* Prepare publications describing main achievements of the Programme/projects;
* Prepare texts and other information for EIO website related to organised events, press releases, newsletters, publications, etc.;
* Prepare speeches, press releases, key messages, statistic related to main achievements of the Programme/projects;
* Communicate with media related to the Programme plans and achievements;
* Organise and participate in programme/projects related events and campaigns;
* Ensure compliance of all communication and visibility activities with EU visibility rules;
* Other tasks given by the superiors.

Visibility officer must perform his/her tasks in accordance with approval and authorisation given by EIO superiors.

The remuneration for the position of Visibility Officer will be financed from the Technical assistance project to the EIO for implementation of the Interreg IPA CBC programme Italy - Albania - Montenegro.