**Vacancy Announcement**

The Health for All Project (HAP) in Albania is funded by Swiss Agency for Development and Cooperation (SDC) and is being implemented by a consortium of three organizations: the Swiss Tropical and Public Health Institute (SwissTPH), and the NGOs Terre des Hommes (TdH) and Save the Children (SC). The Project started in January 2015 and will have an implementation timeframe of 4 years. Its overall goal is that the Albanian population benefit from better health due to improved Primary Health Care (PHC) services and health promotion activities.

Save the Children is recruiting for motivated and experienced staff for The Health for All Project

Post title:  **Communication Project Officer for HAP project**

**Albania Country Office**

Application dateline: **24thApril 2018**, 1:00pm

The Communication Project Officer for HAP will support HAP project in various aspect of communication with focus on maximizing the visibility of the project while increasing public understanding of health matters and their involvement in the project.

**Required qualifications and experiences**

* A university degree in communications, marketing or journalism, and preferably work experience in public health or any other related field
* Excellent command of English and Albanian languages, both verbal and written
* Proven ability to maintain excellent relationships with Local and Central Government personnel and to advocate effectively with high-level officials
* At least 5 years of experience in a Senior Communications or media - related role
* Proven experience for producing project’s communication plan
* Experience of planning and implementing successful communication and campaigns, ideally for a non-profit or international organisation
* Ability to synthesise complex information into concise and compelling articles, notes and documents
* Very good ability in producing photos and short semi-professional videos related to project activities
* Excellent ability to work both independently and in consultation and cooperation with others
* Proven experience using media for communication and campaigning purposes in print and electronic media. Experience in using social media for communication purposes is an asset
* Excellent organisational skills, including time management and ability to produce the required administrative documents, meet deadlines and work under pressure
* Advanced Information Communication Technology skills needed for presentations
* Excellent knowledge and use of social media (Facebook, Twitter, Google+, Instagram, Linkedin)
* Commitment to and understanding of Save the Children’s aims, values and principles.
* Ability to work on field.

Information regarding the duties and responsibilities (Job Description) you may find on the website of Save the Children <https://albania.savethechildren.net/jobs>

Interested candidates should submit the following within the application dateline:

1. Cover letter clearly explaining your motivation for applying your motivation for applying for the position and how you meet the position criteria;
2. Detailed CV
3. List of reference with contact details

Application should be sent by email with subject**“Communication Project Officer for HAP project”**to the address below.

**E-mail:** [**info.albania@savethechildren.org**](mailto:info.albania@savethechildren.org)

**\*only short listed candidates will be informed.**

|  |  |  |
| --- | --- | --- |
| **Communication Project Officer, Albania Country Office**  **Project: Health for All - Albania** | | |
| **TEAM/PROGRAMME:** HAP Project funded by SDC | | **LOCATION:** Tirana with significant travel to the program areas |
| **GRADE**: 3 | | **POST TYPE:**  National |
| **Child Safeguarding:**  Level 2: *either* the post holder will have access to personal data about children and/or young people as part of their work; *or* the post holder will be working  in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore a police check  will be required (at ‘standard’ level in the UK or equivalent in other countries). | | |
| **PURPOSE:**  To develop and implement effective communication strategies for the Health for All Project financed by Swiss Agency for Development and Cooperation and run by the consortium made up of Swiss TPH, TdH and SCiA. She / He will be responsible for implementing an innovative and detailed communications plan, and for coordinating various communications activities, including dissemination of information about the projects progress and experiences. The Communication Project Officer will develop and carry out health education campaigns and will communicate project activities and outputs in print, electronic and social media. Her/ His work will focus on maximizing the visibility of the project while increasing public understanding of health matters and the involvement of the Albanian population in the project. | | |
| **SCOPE OF ROLE:**  **Reports to:**  Project Manager of HAP  **Staff directly reporting to this post:** No | | |
| **KEY AREAS OF RESPONSIBILITY:**   * Identify, develop and execute communications plan and activities * Produce communication and campaign awareness materials, both print and electronic as well as through social media * Work with media for timely press announcements assuring adequate media coverage of the project especially in relation to anti-corruption measures and social inclusion. * Prepare briefing materials, copyedit, proofread and revise communications * Develop news, articles and presentations for media related to the project * Create case stories for the media based on project data * Contribute to outline and assess the dissemination of health promotion information and activities, especially those at large scale through media and other channels * Coordinate conference, meetings and press interviews related to the project.   ***Expected output:***   * High quality communication products * Ensure visibility of the Project due to extensive public information and awareness. * Project results and findings are effectively shared and disseminated to relevant stakeholders in Albania such as MoH, Ministry of Social Welfare and Youth and their sub-entities to further health reform * Project experiences and lessons learned are disseminated through media and other information channels in Albania and the region. | | |
| **BEHAVIOURS** (Values in Practice)  **Accountability**:  • holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values  • holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.  **Ambition**:  • sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same  • widely shares their personal vision for Save the Children, engages and motivates others  • future orientated, thinks strategically and on a global scale.  **Collaboration**:  • builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters  • values diversity, sees it as a source of competitive strength  • approachable, good listener, easy to talk to.  **Creativity**:  • develops and encourages new and innovative solutions  • willing to take disciplined risks.  **Integrity:**  • honest, encourages openness and transparency; demonstrates highest levels of integrity | | |
| **QUALIFICATIONS AND EXPERIENCE**   * A university degree in communications, marketing or journalism, and preferably work experience in public health or any other related field * Excellent command of English and Albanian languages, both verbal and written * Proven ability to maintain excellent relationships with Local and Central Government personnel and to advocate effectively with high level officials * At least 3 years of experience in a Senior Communications or media - related role * Experience of planning and implementing successful communication and campaigns, ideally for a non-profit or international organisation * Ability to synthesise complex information into concise and compelling articles, notes and documents * Excellent ability to work both independently and in consultation and cooperation with others * Proven experience using media for communication and campaigning purposes in print and electronic media. Experience in using social media for communication purposes is an asset * Excellent organisational skills, including time management, and ability to meet deadlines and work under pressure * Advanced Information Communication Technology skills needed for presentations * Excellent knowledge and use of social media (Facebook, Twitter, Google+, Instagram, Linkedin) * Commitment to and understanding of Save the Children’s aims, values and principles * Ability to work on field. | | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **JD written by:** | **Date:** | |
| **JD agreed by:** | **Date:** | |
| **Updated By:** | **Date:** | |
| **Evaluated:** | **Date:** | |