



JOB VACANCY COMMUNICATION OFFICER

Place of work: Tirana

Health for All (HAP) is a project of the Swiss Agency for Development and Cooperation implemented by the Swiss Tropical and Public Health Institute, Basel, in collaboration with the HAP Center in Albania. Its overall goal is that the Albanian population benefits from better health due to improved Primary Health Care services.

Purpose of the Position:

The Communication Officer of HAP is part of the project team that operates at the HAP Center in Tirana, Albania. This is a part-time position (70% of the normal monthly working hours) established with the objective to market the project's achievements and results in conformity with the responsibilities and competences described in the respective Job Description as summarized below.

The Communication Officer will be responsible for elaboration and implementation of communication plan and related activities, preparation of briefing materials, copyediting, and revising communications, updating website and social media channels of the project, and working with media to assure the adequate media coverage.

Main Duties and Responsibilities

- Contribute to market the project's achievements and results in Albania and beyond namely through the maintenance of a project website, social media activities and regular contributions to HAP and SDC health network newsletter.
- Assure adequate media coverage of the project especially in relation to PHC strengthening and policy-making.
- 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 as well as for SDC reporting needs, based on project data.
- Coordinate conference, meetings and press interviews related to the project.
- Any other tasks as might be required by the manager of the project.

Required skills and qualifications:

- University degree in Public Relations, Communications, Journalism, or related fields.
- At least 5 years of working experience in communication and marketing.



- Strong proven skills in written communication in English and Albanian, particularly in preparing articles and communication letters.
- Very good knowledge of a social media management platforms (Facebook, Instagram, LinkedIn)
- Good knowledge of HAP website management platform (WordPress).
- Previous experience as a communication officer in an international organization will be an advantage.
- Excellent PC user skills in Microsoft Office package. Design skills in Adobe Package (or similar software) would be preferred.
- Strong demonstrated use of Excel, Word, and PowerPoint
- Very good communication and reporting skills (written, oral) in Albanian and English language.
- Demonstrated ability to apply good judgment, being flexible and able to work in a team.

Contract Duration

- until 31 March 2026

The interested applicants must submit the following documents:

- The updated CV, demonstrating at least 5 years of experience.
- Copy of the university diplomas (undergraduate studies and Master studies)
- Three signed reference letters, including name, contact email address and phone number of the referees.
- A detailed letter of interest.

The above documents must be delivered in English within **31st of March 2023, 2pm**, by e-mail on the following address: info@hap.org.al

Note: Only the short-listed applicants will be contacted within the 20th of April 2023.