

## Vacancy and Job Description

Division/1st Level Department	Department/Unit	Region	Position Reference	Generic Pos. Ref.	Position Title	Vacancies
Office of the Chief of Staff	Press and Public Information Office	Pristina	EKLS 30050	LS 0012/2	Spokesperson (Albanian/English)	1

Title: **Spokesperson (Albanian/English)**

Ref. no: **LS 0012/2**

Region: **Pristina**

Grade: **1**

The Spokesperson reports to the Head of the Press and Public Information Office (PPIO).

### Job Description

- To act as a spokesperson for EULEX Kosovo;
- To assist the Head of the PPIO on all media matters;
- To assist the Head of the PPIO in liaising with the local media;
- To assist in creating and promoting media campaigns in support of EULEX Kosovo's public perception;
- To be responsible for coordinating and executing EULEX social media strategy, working across key social media channels;
- Design and maintain official Mission Website content closely with the webmaster;
- To draft press releases and press lines for the media;
- Organize clearance, production and distribution of media responses and mission messages;
- Draft/compile informational products for target audiences;
- Prepare press conferences and media events;
- To assist in analysing the public impact of EULEX Kosovo's activities;
- To draft articles, OP-EDs, commentaries, talking points for press conferences, interviews, website and newsletter articles etc.;
- Organizes and/or participates in conferences, seminars, press briefings, interviews, etc; prepares briefing material for senior mission management
- To develop and maintain good contacts with media representatives, NGOs, other multipliers and opinion formers;
- To assist the Head of PPIO on all public relations matters;
- To establish and maintain close contacts with spokespersons of international and local institutions;
- To ensure proofreading of media production in Albanian language;
- To undertake any other related tasks as required by the Head of the PPIO.

### Job Requirements

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; The qualification should be in the field of Journalism, Communications, Political Sciences, Law, Social Sciences or in any other relevant field; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the educational requirements.

- Excellent command of written and spoken English and Albanian. Knowledge of other Kosovo official languages would be a significant advantage
- Excellent drafting skills in English and Albanian;
- Detailed knowledge and experience of using social media: Twitter and FB;
- Good knowledge of the local media landscape and significant experience with media outlets/providers;
- Good computer skills in MS Office applications (Excel, Word, Power Point, Access);
- Excellent interpersonal and communication skills;
- Experience with international organisations, particularly in crisis areas with multi-national and international organisations would be an advantage;
- Good diplomatic, representation and negotiation skills;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo would be an advantage;
- Ability to perform under stress and in difficult circumstances, working on irregular or longer hours if needed;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural environment.