



CALL FOR A COMMUNICATION OFFICER

FOR THE

“EMPOWERING ALBANIAN RESILIENCE CO-IMPLEMENTING A MULTI-HAZARD EARLY WARNING SYSTEM NATIONWIDE (EAR -MHEWS)” Project

Information about the project

The project “**Empowering Albanian Resilience co-implementing a Multi-Hazard Early Warning System Nationwide (EAR -MHEWS)**” is implemented by NCPA, and their national partners will put in place a fit-for purpose MHEWS that addresses, for the first time, multiple climate hazards in a structured, coordinated and ‘joined up’ manner. The geographical scope of the MHEWS will be national, although, of course, individual hazard-related needs will be geographically differentiated: for instance, flooding is particularly prominent in flood-prone areas of the coastal belt. This project is an integral part of the Green Climate Fund (GCF) co-financed programme [“Climate Services for a Resilient Albania” – ALBAdapt](#), implemented by GIZ.

Communication officer

The Communication Officer plays a key role in ensuring the smooth flow of information between project teams, stakeholders and external audiences. He/she is responsible for developing and implementing a communication strategy that supports the project objectives and ensures that relevant information is communicated effectively and in a timely manner.

Job Description:

- Develop and implement a communications strategy for the project, in line with its goals/objectives and in accordance with donor visibility guidelines and rules.
- Coordinate and manage relationships with external stakeholders, community groups and partners, to promote the project and ensure consistency of messaging across all channels.
- Manage media relations, including the preparation of press releases, newsletters and public notices.
- Maintain project visibility and update the project website or communication platforms with accurate and up-to-date information.
- Draft and editing content for various communication materials, including reports, newsletters and social media posts.
- Organizing project-related events, such as workshops, meetings, public consultations and community engagement activities, including logistical support and communication coordination.
- Preparing and distributing project updates, reports and promotional materials.
- Guiding and supporting grant implementation with third parties engaged in the project
- Guiding and supporting community and school activities in terms of public relations, prepared materials and reporting.

- Implementing and documenting interventions in line with the Gender Action Plan and the Environmental and Social Action Plan.
- Monitoring and evaluating the effectiveness of communication activities, adapting the strategy as necessary to achieve the desired results.
- Support the project manager and other team members in preparing communication materials for presentations, reports and funding proposals.
- Provide communication training or guidance to team members, consultants and grantees as needed to ensure compliance with the communication strategy.

Key Skills:

- Excellent written and verbal communication skills in Albanian and English.
- Media relations and public outreach experience.
- Ability to create compelling content and handle challenging communications.
- Ability to manage social media and other digital platforms.
- Organizational skills for coordinating events and public consultations.
- Proven experience with project management, analytical skills.
- Experienced in working with diverse teams, both locally and internationally.

Required qualifications, competences and experience:

- Bachelor's degree in social sciences, public relations, or a related field.
- Proven experience in development of networking, communication, preferably in project management
- At least 3 years of experience in stakeholder engagement, capacity building in social initiatives, similar related position and using different platforms and communication tools.
- Strong writing, editing, and proofreading skills.
- Ability to create clear, concise, and compelling content for a variety of platforms.
- Excellent interpersonal and communication skills.
- Strong organizational skills with the ability to manage multiple tasks simultaneously.
- Ability to work independently and collaboratively within a team.
- Ability to travel in the project area

Contract conditions:

- Full-time employment
- Office-based and remote work as required
- Assignment period: until 30.06.2027, with the possibility to extend it

The due date for **submitting the application** is **26.06.2025**. The documents for submission include Application letter, CV in English (Europass format), and references. The application should be submitted by mail in a sealed envelope, marked “**Application for Communication Officer_EAR-MHEWS**” addressed to: **Ministria e Mbrojtjes, "Rruga e Dibrës", Garnizoni "Skënderbej", Godina nr.36 Tiranë,**

Only short-listed candidates will be contacted for interviews. Short-listed candidates will be asked to bring certified copies of their diplomas and work certificates.

Evaluation Criteria

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Name	Surname	Profession/ Actual job position	Institution	Academic Experience (0 – 20)	Experience in Communication (0-30)	Experience in stakeholder' s engagement (0-30)	Experience in project management (0-20)	Total (100)