



## Job Vacancy

<b>Job Position:</b>	PR & Communication Officer	Date: 15.08.2023
<b>Salary Range:</b>	Competitive	
<b>Position Information:</b>	Full time	

### CDF Background:

The Community Development Fund (CDF) has been actively engaged in community development initiatives since its inception in November 1999. As one of a first World Bank initiative in Kosovo, CDF operates as a non-governmental organization with Public Benefit Status, dedicated to executing community development projects through small-scale community investments. Its primary objective is to enhance living standards in a participatory manner, empowering communities to take charge of their own development.

Over the past twenty-three years, CDF has forged strong collaborations with local NGOs, development agencies, and external donors. These partnerships have enabled CDF to implement a diverse program of activities, gaining widespread recognition as a reputable development agency. The organization's remarkable impact in poverty reduction and improving living conditions has earned it high esteem among key stakeholders, including the government.

CDF's approach to community development centers around building self-development capacities within communities. By empowering communities to articulate and address their specific development needs collectively, CDF fosters sustainable progress and inclusivity. Whether working with a community as a whole or focusing on specific groups within it, CDF remains committed to fostering long-term positive change and lasting improvements. With a track record of success and a commitment to participatory development, CDF continues to play a significant role in driving socio-economic growth and empowerment within communities.

### Objective:

CDF seeks to hire a competent and skilled PR & Communication Officer to enhance the organization's visibility and outreach in support of the CDF's internal communication requirements and relevant projects.

### Scope of Work

The PR & Communications Officer will assist the Management team in implementing the CDF's communications strategy. The successful candidate will be responsible for writing, editing, and proofreading content for various channels, including social media, newsletters, and press releases. They will also assist in organizing events and maintaining the organization's website.

### Main duties and responsibilities:

- Assist the Communications Manager in developing and implementing the organization's communications strategy.
- Create and edit content for various communication channels, including social media, newsletters, and press releases.
- Assist in the planning and execution of events, including logistics, marketing, and promotional materials.
- Support the IT Expert in maintaining the organization's website, ensuring that it is up-to-date and accurate.
- Conduct research on relevant topics to support the development of content and communications strategies.
- Manage and maintain the organization's media database, including tracking press coverage and media inquiries.
- Collaborate with other projects to ensure consistency in messaging and branding.

**Relevant duties about the CDF Visibility and Success Stories:**

- Develop and implement a comprehensive communication plan to enhance CDF's overall visibility and reputation.
- Collaborate with project managers and field teams to identify compelling success stories, case studies, and impact stories from CDF projects that showcase the organization's contributions to community development and poverty reduction.
- Create compelling content, including articles, blog posts, and multimedia materials, to be featured on CDF's website and social media platforms, highlighting the impact of CDF's work.
- Monitor and update the organization's website content, ensuring it remains current, relevant, and user-friendly.
- Design and produce visibility materials such as brochures, newsletters, and annual reports to showcase CDF's initiatives and progress effectively.
- Collaborate with the monitoring and evaluation team to gather data and evidence of project impact to support communication efforts.

**Mandatory Required Qualifications:**

The following are the key minimum capabilities required for the proper execution of the above scope of work:

- Bachelor's degree in communications, journalism, marketing, or a related field.
- At least one year of experience in a similar role.
- Excellent Albanian and English written skills.
- Proficient in Microsoft Office, Adobe Creative Suite, and other content management systems.
- Familiarity with social media platforms and analytics.
- Experience in event planning and execution.
- Knowledge of the latest trends and best practices in communications

**Reporting**

- This position will report directly to CDF Executive Director.

**Duration:**

The assignment will be for the period of over 18 months, including the three (3) months' probation period. This is a full-time appointment for which the Communication Officer is required to work a minimum of forty hours a week under a work schedule determined by the Executive Director.

Only prequalified candidates will be invited for interview. CV and three verifiable references must be submitted no later than 28.08. 2023 at 16:00 pm, through email address at [hr@kcdf.org](mailto:hr@kcdf.org).

*CDF is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.*