

Vacancy announcement

As an international cooperation enterprise for sustainable development with worldwide operations, the federally owned Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH supports the German Government in achieving its development-policy objectives. It provides viable, forward-looking solutions for political, economic, ecological and social development in a globalised world. GIZ promotes complex reforms and change processes. Its corporate objective is to improve people's living conditions on a sustainable basis.

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH,
offers a position (100%) for its GIZ Office Skopje for a:

Communications Officer (PR Professional)

Duration: Employment is planned to start in May 2024. We offer a contract with a limited duration of 12 months under national regulations, with possibility for extension.

Weekly working hours: 40 (full time position)

Location

- The office is based in Skopje.

Overall purpose of the assignment

The Communication Officer will support the country team of GIZ in Skopje, on country office level as well as on commission level, in internal and external communication.

Main tasks and responsibilities:

- Strategically planning and systematically managing GIZs internal and external communication in North Macedonia
- Coordinating and monitoring communication activities by GIZ Skopje, implementing standards and guidelines for GIZ's communication
- Selecting areas and topics for communicating results of GIZ's work
- Maintaining, developing, and creating content for all GIZ Skopje external and internal communication channels.
- Establishing and maintaining contacts with national media representatives (newspapers, television, radio, online media), specifically setting up and maintaining a national media mailing list; producing and distributing press releases
- Organising external and internal events
- Cooperating/coordinating with the German Embassy and other German international cooperation actors in the country or region
- Advising and assuring quality of communication work on project level
- Cooperating with GIZ Corporate Communications/managing the flow of information between the GIZ office and Corporate Communications
- Coordinating and cooperating with external service providers (e.g. consultants, agencies, photographers, trainers, writers, etc.)

Qualifications and experience sought

- University degree in the field of Communication, Journalism, Marketing, or related discipline that is relevant to accomplish the tasks
- at least 5 years' professional experience in the field of communication (media and PR work, journalism, internal communication or similar)
- very good knowledge of Macedonian and English, knowledge of Albanian and German are of added value.
- experience with social media and media production
- very good working knowledge of ITC technologies and computer applications, including knowledge of DTP or graphics applications - basic knowledge of Adobe Illustrator and/or Photoshop is an asset
editorial experience, experience in writing articles and press releases (evidenced e.g. by work samples).

How to apply: Qualified candidates are invited to submit their electronic application in English language consisting of a **Letter of Motivation, CV in English using the 'European Curriculum Vitae Format'** with detailed description of your professional experience and education and copies of supporting documents (university degree(s), reference letters and certificates) to hr-nordmazedonien@giz.de

Subject of the email: REF: Job Application – Communication Officer

Deadline for the application: 19.04.2024

Note:

- Applicants will be short-listed based on their application. ONLY short-listed candidates will be invited for an interview. Written assessment may be introduced prior to the interview.
- Applications are requested to be sent in Microsoft word or PDF format. Applications with download-links cannot be considered.
- GIZ is an equal opportunity employer and welcomes applications from all interested groups without any discrimination!

!!! Only complete applications consisting of a CV and a letter of interest, sent directly at the e-mail address above will be taken into consideration. Candidates who have not been contacted should consider that there will be no follow-up to their application.