



## **Communications Expert Job Description**

Urban Research Institute is looking to employ a Communications Expert with exceptional public speaking and writing skills. The communications expert is expected to be a strategic thinker with a meticulous attention to detail, working well under pressure and meeting deadlines.

The communication expert will have excellent interpersonal and communication skills with the ability to multitask and adapt in a fast-paced environment. To ensure success, the communications expert should be innovative, organized and self-motivated with a keen interest in driving strategic messages to key internal and external partners and other role-players.

## **Communications Expert Responsibilities**

- Develop and implement communication strategies that includes media outreach and social media content creation, brand identity of URI and other projects implemented by URI.
- Research and write press releases, and content for URI website and social media and other projects implemented by URI, infographics, blogs and newsletters.
- Acquire and maintain a detailed knowledge of URIs policies, principles and strategies, and to keep up-to-date with relevant developments.
- Arrange, coordinate and plan events, workshops and seminars.
- Facilitate the resolution of disputes with external role-players.
- Adhere to URIs style guide, ensuring that we produce high-quality and error-free products.
- Work with key internal role-players to brainstorm content ideas, in line with URIs strategy and in support of various brand initiatives.
- Support and evaluate results of communication campaigns with the team.
- Build and maintain relationships with key partners and other external role-players.

## **Communications Expert Requirements**

- Master degree in Communications, Journalism, Public Relations or a related field (essential).
- A minimum of 5 years' experience in communication field.
- Proven English proficiency (essential).
- Excellent written and verbal communication skills.
- Works well under pressure and meets tight deadlines.
- Highly computer literate with capability in email, MS Office and related business and communication tools.
- Content writing experience for all media platforms.
- Proven social media and networking expertise.
- Strategic and creative mindset.
- Meticulous attention to detail.
- Flexibility to travel in all municipalities of Albania.
- A portfolio of work available for review.



### Added Value Experiences

- Previous work experience in managing communications aspects in a EU supported programme.
- Previous work experience on communication aspects in environment and waste management.
- Previous work experiences working with public sector, organizations in drafting and implementing communication strategies and visibility related projects/activities.

### Required Documents

The interested applicants should submit the following documents:

- Motivation Letter.
- CV in Europass format.
- A minimum of two References.
- Diploma copy.
- Document proof of English proficiency.
- A portfolio of work available for review.

If you are interested in applying for the position and you fulfill all the criteria set out in the documents, please send your application containing all necessary documents by email to [zvokopola@uri.org.al](mailto:zvokopola@uri.org.al) no later than **25 August 2020**.

Only shortlisted candidates will be invited for an interview.