

Vacancy Announcement

COMMUNICATION & MARKETING SPECIALIST

Duration	6 months, local contract, full-time, possibility of renewal
Full time position	40 hours / week
Place of work	Tirana, Albania

Deadline for applications: 10 September 2024

GENERAL INFORMATION ABOUT TDH MISSION IN ALBANIA

Terre des hommes (Tdh) Mission in Albania is a non-profit making organization that has been operating for over 30 years in the field of child rights and child protection, leading the establishment and strengthening of a national child protection system in Albania. Tdh Albania is implementing programs in the field of migration and anti-trafficking, child protection and access to justice. While working with several partners at the national and local level to ensure qualitative reintegration services for returnees and promoting social inclusion of the most vulnerable communities. Tdh Albania works in close partnership with national and local stakeholders in advocacy, development, and implementation of models of service aiming to improve the wellbeing of vulnerable children, youth, and families.

PURPOSE OF POSITION:

The Marketing and Communications Specialist position is established at Terre des hommes Mission in Albania. This is a full-time position created with the objective to give support and amplify the organization's mission, increase awareness of its programs, and engage a broad range of stakeholders in supporting its efforts to improve the lives of children and youth in conformity with the responsibilities and competences herein described.

The Marketing and Communications Specialist will be responsible for developing and implementing comprehensive communication and marketing strategies of Terre des hommes Albania. This role seeks to build a strong, positive brand presence that resonates with donors, partners, beneficiaries, and the general public. It also aims to strategically communicate the impact of the organization's work, advocate for child and youth rights, and mobilize resources and support to further the Tdh's objectives.

MAIN RESPONSIBILITIES

- Planning, developing, and implementing comprehensive communication strategies and plans aligned to Tdh mission, goals, objectives, and programs.
- Conduct market research to identify trends and donor's priorities.
- Leads the external communications of Tdh Albania through the development of compelling and data driven content including articles, success stories, electronic bulletins, press releases contributing to position papers and other communication materials.
- Maintains and regularly feeds on daily basis with information the website and social media pages of Tdh Mission in Albania, as well as other platforms Tdh engages in.
- Produces, oversees, and supports the creation of multimedia content such as videos, infographics, and podcasts and produce other communication materials (photos, videos, etc.).
- Design, prepare and support core communication documents of the organization, programs, and project, to be used consistently.
- Ensure all content is accurate, engaging, and aligned with the NGO's messaging and tone.

- Pay regular field visits in the program activities and accompany events and activities in order to prepare communication products and content.
- Follow the guidelines from regional office and headquarters as well as donor's requirements.
- Provide support to advocacy efforts and campaigns by organizing events and preparing briefing materials and press releases.
- Collaborate with program teams to create tailored communication plans for various projects and initiatives.
- Produce and update Tdh Project Snapshots.
- Oversee and review all communication and visibility materials produced at country level and make sure they are in line with the organization's guidelines.
- Maintain library/ database of reference materials and photos and digital assets, as necessary.
- Monitor and evaluate progress toward communication and marketing goals targets.
- Any other duty as required by the supervisor.

YOUR PROFILE

- University Degree in marketing, journalism, social sciences, or related fields.
- At least 2+ years of demonstrated working experience in Communication roles.
- Fluency in Albanian and English.
- Skills in digital communication tools and platforms.
- Excellent written and verbal communication skills and experience.
- Strong software skills in Microsoft Office.

TO APPLY

Qualified applicants are encouraged to submit their CV and motivation in English by email to alb.hr@tdh.org including "**Application for Marketing and Communications Specialist**" in the subject line.

**Please note that applications received after the deadline will not be considered. Due to the high numbers of applications, Tdh is not able to respond to everyone individually. Please note that only short-listed candidates will be contacted.*

Child Safeguarding Policy:

Tdh (including staff members, contractors, consultants) are committed to respect Tdh Risk Management Policies including Child Safeguarding Policy, Safety and Security Policy and Anti-Fraud/Corruption Policy, Whistle Blowing Policy. For more please refer to the following link <https://www.tdh.org/en/about-us/ethics-committments>.

GDPR compliance:

Your privacy is important to us.

By sending your application, you agree that your personal data will be used in the recruitment process.

Any personal information provided by you during the application process will be treated with confidentiality and used solely for the purpose of evaluating your candidacy for employment. Rest assured that your data will not be shared with third parties without your explicit consent and will be securely stored in accordance with applicable data protection laws.