

## COMMUNICATION OFFICER

### VACANCY NOTICE AT THE PERMANENT SECRETARIAT OF THE TRANSPORT COMMUNITY

The Permanent Secretariat of the Transport Community is announcing a vacancy call for a full-time position of:

#### COMMUNICATION OFFICER

##### 1. The Secretariat

The Transport Community is an international organisation established by the Treaty<sup>1</sup>, signed on 9 October 2017 by the following Contracting Parties: the European Union, the Republic of Albania, Bosnia and Herzegovina, Kosovo\*, Montenegro, the Republic of North Macedonia and the Republic of Serbia. As of November 2022 Ukraine, the Republic of Moldova and Georgia are Observing Participants in the relevant Transport Community bodies.

The Transport Community is based on the progressive integration of transport markets of the South East European Parties into the European Union transport market based on the relevant *Acquis*, including the areas of technical standards, interoperability, safety, security, traffic management, social policy, public procurement and environment, applicable to all modes of transport, apart from air transport.

The Permanent Secretariat of the Transport Community ("the Secretariat") is one of the institutions set up under the Treaty. The Secretariat provides administrative support to the other institutions of the Transport Community (the Ministerial Council, the Regional Steering Committee, the Technical Committees and the Social Forum), acts as a Transport Observatory to monitor the performance of the indicative extension of the comprehensive and core TEN-T networks to the Western Balkans and supports the implementation of the Connectivity Agenda aiming to improve links within the Western Balkans as well as between the region and the European Union. It also reviews the implementation of the obligations under the Treaty.

The working language of the Transport Community is English.

The Secretariat is located in Masarikova 5, 11000 Belgrade, Serbia.

##### 2. The post of Communication Officer

The Communication Officer will be in charge of overall communication and visibility activities of the Secretariat, ensuring effective and efficient distribution of news and messages across all communication channels and increasing the visibility of the Transport Community activities. She/He will monitor the implementation of the Secretariat's Communication Strategy and Implementation Plan, manage relationships with media and journalists, handle the design and production of the Secretariat's printed materials, and produce and distribute content on the Transport Community activities.

##### Tasks and responsibilities shall include the following:

- Developing and implementing effective communication strategies to deliver the Secretariat's messages to its external and internal stakeholders;
- Content development and the maintenance of all Secretariat's social communication channels such as, but not limited to Twitter, LinkedIn, and Facebook;
- Boosting the visibility and impact of the most important Secretariat documents, such as reports, studies, and other documents;

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<sup>1</sup> <https://www.transport-community.org/wp-content/uploads/2022/10/treaty-en.pdf>

- Maintaining records of media coverage, updating the digital media library, including photos and videos, and producing analytical reports on the communication impact of the Secretariat's activities;
- Creating compelling and engaging content reinforcing the reputation of the Secretariat and effectively communicating its messages to the public;
- Planning, editing, producing/writing and optimising the content of the TCT website (assisting in creating content, monitoring the website on a daily basis and proposing changes, uploading approved content, etc.);
- Drafting news / press releases / articles / interviews / publications / reports / event announcements / newsletters / speeches, etc., in relation to the Secretariat's activities - intended for external distribution and the website;
- Providing Support in collecting materials for preparing event-related short video clips/teasers/reels and annual or purpose-based video clips containing statements from the the Secretariat staff and/or its stakeholders, including their distribution through media, social media and other appropriate channels;
- Providing communication advice and support to the Secretariat staff, ensuring that the Secretariat's initiatives and activities are successfully supported with visibility actions and adequately communicated;
- Handling all visibility and branding activities of the Secretariat, publication printing and design, as well as liaising with media/production companies/print and design suppliers;
- Organise and manage interviews, and establish and maintain effective relationships with journalists and media outlets;
- Acting as the Secretariat's spokesperson;
- Proposing activities, managing the communication portfolio budget and resources, developing and preparing specifications/terms of reference related to the communication and visibility activities;
- Establishing and maintaining effective relations with counterparts from different regional and international organisations, EU Delegations present in the region, Ministries in charge of transport, the European Commission and other relevant bodies.
- Any other tasks related to his/her area of work as required.

### 3. Eligibility criteria:

To be considered for the position, applicants must meet the following eligibility criteria by the closing date for applications:

- **Citizenship:** Be a citizen of one of the Contracting Parties of the Transport Community Treaty, enjoying full citizen rights .

- **Education:**

A university degree in journalism, communications, public relations, or social sciences is required:

1. a level of education that corresponds to completed university studies of at least three years attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years (this one-year professional experience cannot be included in the post-graduate professional experience required below).

or

2. a level of university education when the normal period of university education is four years or more

- **General professional experience:** Have at least five years of post-graduate experience acquired after the required qualifications referred to it above (under point 2) were obtained;

- **Specific professional experience:** Of five years of general professional experience, at least three years of professional experience acquired in positions such as: a media advisor, a press/

communication/visibility officer, a spokesperson, or similar communications and media-related positions;

- **Languages:** Have excellent knowledge of spoken and written English; Knowledge of other languages of the Contracting Parties shall be considered an asset.

- **Age Limit:** At the deadline for applications, be able to complete the full three-year-mandate before the end of the month in which she or he reaches the age of 66.

- **Travel requirements:** Medium.

#### **4. Selection criteria:**

Applicants will be assessed on the basis of the following selection criteria:

##### **1) Technical skills**

- Proven experience in content development/copywriting such as news, press releases, articles, speeches, interviews, website content, newsletters, social media content, etc.;
- Proven experience in managing and creating content for social media (such as, but not limited to, Twitter, Facebook, and LinkedIn);
- Proven experience in handling the design and printing of promotional materials or publications;
- Capable of performing well under pressure, prioritising tasks, and meeting short deadlines;
- Work experience in an international/multicultural environment would be considered an asset.

##### **2) Technical knowledge**

- Experience in drafting communication and visibility plans and budgets;
- Experience in managing website content;
- Experience in drafting reports in the English language;
- Proficient knowledge of Microsoft Office tools with hands-on experience with preparing presentations;
- Knowledge of production of video clips/teasers/reels and purpose-based video clips would be considered as an asset;
- Knowledge of Adobe Photoshop or InDesign or Illustrator or knowledge of any other graphic design tool would be considered as an asset;

##### **3) Communication**

- Excellent ability to communicate orally and in writing;
- Excellent knowledge of spoken and written English ;
- Knowledge of any other official language of the Contracting Parties is considered an asset;
- Good interpersonal skills.

##### **4) Other**

- Proactive and creative approach in managing communication activities;
- Availability at the earliest convenience would be an advantage.

#### **5. Independence and Declaration of interests**

The person appointed will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in respect of any interests which might be considered prejudicial to his/her independence. Applicants must confirm their willingness to do so in their application.

#### **6. Selection and appointment**

A Selection Panel will be set up for the selection process. The Panel will invite applicants with the best profile for the specific requirements of the post to an interview, selected based on their merits

relevant to the post according to the criteria as set forth above.

Interviews will take place at the Transport Community Permanent Secretariat headquarters. Candidates will undergo a written test.

Following the interviews, the Secretariat will inform the candidate selected for the job within five working days.

Shortlisted but not selected candidates who have been interviewed but not retained for the position will be informed by email. The candidates can submit a complaint against this decision within five calendar days following the receipt of the email. The Permanent Secretariat of the Transport Community shall reply to the candidates within five calendar days from the date of the receipt of the complaint.

The candidates who were not shortlisted will be informed by email and they can submit a complaint against this decision within five calendar days following the receipt of the email. Any argument must be based on the initial application. No additional information will be taken into consideration. The candidate shall receive a reply within five calendar days of the date the complaint has been received.

The complaint communicated by the non-selected candidates shall not postpone the decision of the Selection Panel.

## **7. Equal opportunities**

The Transport Community applies a policy of equal opportunities and non-discrimination following the Rules for Recruitment, working conditions, and geographical equilibrium of the Permanent Secretariat's Staff.

## **8. Conditions of employment<sup>2</sup>**

The person selected for the position will be appointed as a staff member of the Transport Community for a three-year period, with a probation period of six months. The contract may be renewed based on performance and is subject to a decision by the Director.

The place of employment is Belgrade, where the Transport Community Permanent Secretariat is based.

A monthly salary will indicatively be EUR 4,500.00

Indicative start date of employment: 1 September 2023

Employment shall be governed by the Staff Regulations of the TCT Secretariat <https://www.transport-community.org/staff-regulations/>

## **9. Application procedure**

Candidates must submit their applications, via email to the following email address: [vacancies@transport-community.org](mailto:vacancies@transport-community.org).

For the application to be valid, the following needs to be provided:

1. A motivation letter;
2. A Curriculum Vitae (CV) in English. The CV must be drafted using the Euro pass CV format<sup>3</sup>;
3. Copies of diplomas or certificates of studies;
4. A Copy of the passport;
5. Two employer references confirming the general and specific professional experience;

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<sup>2</sup> More details can be found in the Staff Regulations of the Transport Community webpage <https://www.transport-community.org/legal-basis/>

<sup>3</sup> The Europass CV can be downloaded from the website: <http://europass.cedefop.europa.eu/htm/index.htm>

6. Work certificates or employment contracts confirming candidates' working experience;
7. A signed declaration using the attached form in Annex
8. Five examples of previous work related to the job description in English (communication campaigns, social media postings, press releases, web content development, press releases etc.)

Incomplete applications will not be taken into consideration.

In order to facilitate the selection process, all communication with applicants concerning this vacancy will be in English.

Applications, clearly specifying the job for which the candidate applies, should be sent by email to [vacancies@transport-community.org](mailto:vacancies@transport-community.org)

Applicants are asked to report any change of address in writing without delay to the address above.

Any additional information may be sought by sending an email to: [vacancies@transport-community.org](mailto:vacancies@transport-community.org)

#### **10. Closing date**

Applications must be sent by e-mail no later than 30 June 2023, 1 PM, CET (date of the email received by the Secretariat).

The Permanent Secretariat reserves the right to extend the closing date of this vacancy by publication of notification at the TCT webpage: <https://www.transport-community.org/job-opportunities/>

Shortlisted candidates will be contacted to schedule the interviews. The interviews will be organised in person and prior to the interview, the test will be scheduled. All information will be communicated no later than a week before the date of the interview.

#### **11. Important information for applicants**

Applicants are reminded that the work of the Selection Panel is confidential. It is forbidden for applicants to make direct or indirect contact with members of the Panel or for anybody to do so on their behalf.

#### **12. Protection of personal data**

The Selection Panel will ensure that candidates' personal data are processed as required by the Regulation on the protection of individuals with regard to the processing of personal data by Community institutions and bodies and on the free movement of such data. This applies in particular to the confidentiality and security of such data<sup>4</sup>.

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<sup>4</sup> Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data

**ANNEX: Applicant's declaration**

**Language skills:**

**Mother tongue:** .....

**Other languages:** .....

**APPLICANT'S DECLARATION**

- 1) I, the undersigned, declare that the information provided in this application form and its enclosures is correct and complete.
- 2) I declare that:
  - a. I am a national of one of the Member States of the European Union or one of the South East European Parties as listed in the Treaty establishing the Transport Community and enjoy my full rights as a national.
  - b. I have fulfilled any obligation imposed on me by the laws concerning military service.
  - c. I can produce appropriate character references to prove my suitability for the performance of the envisaged duties.
- 3) Upon request, I will provide supporting documents concerning the three points 2) a., b. and c. above promptly, and I recognise that, if I do not provide such documents, my application will not be considered.
- 4) If selected for this post, certified or, notarised copies of all documents stated under aforementioned point 9 will be provided within ten working days from the day of receiving the request. I recognise that, if I do not provide such documents, my application will not be further considered.
- 5) I am aware that the following supporting documents are essential for the admissibility of my application form:
  - a. Documents proving the date of birth, nationality and residence;
  - b. Diplomas or certificates of studies at the level required;
  - c. Employer references, work certificates or employment contracts;
- 6) I declare that I have not been subject to a penal or disciplinary condemnation (public service or professional bodies) and that I am not subject to disciplinary or criminal proceedings.
- 7) I am aware that any false declaration may result in the cancellation of my application or, if necessary, the termination of the employment agreement with the Permanent Secretariat of the Transport Community.

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Date

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Signature