



Republic of North Macedonia

## Ministry of Local Self Government

National Authority for Territorial Cooperation



Република Северна Македонија  
Republika e Maqedonise se Verij  
МИНИСТЕРСТВО ЗА ЛОКАЛНА САМОУПРАВА  
MINISTRIA E VETEQEVERISJES LOKALE

Бр.-Нр. 11-672/2

02-03-2022 20 год.-vii  
Скопје-Skopje

### Terms of Reference (ToR) Communication and Visibility officer

#### INTERREG BALKAN-MEDITERRANEAN 2014-2020

#### JOB DESCRIPTION

#### The Position of "Communication and Visibility officer"

##### 1. Employer - Contracting Authority

The contracting authority will be the Ministry for Local Self Government (MoLSG) in the Republic of North Macedonia in a role of National Authority (NA).

This position will be financed under a "Technical assistance for the Cross – border INTERREG Balkan-Mediterranean 2014-2020"

##### 2. Administrative Unit

INTERREG Balkan-Mediterranean 2014-2020 National Authority: main office

##### 3. Job Title

**Communication and Visibility officer**

##### 4. Position summary and duration

The Communication and Visibility officer shall discharge his or her duties full time (at least 40 hours per week) in the office of the Ministry of Local self-government of Republic of North Macedonia.

##### 5. Essential Job Functions/Duties

Under the supervision of the Head of Territorial Cooperation, the **Communication and Visibility officer** will be responsible for:

- Implement, update and monitor a communication and visibility plan;
- Organize or assist with the organization of events as indicated in the work plans, communication and visibility plan;



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- Maintenance of financial data records (costs incurred, forecast budget, funds remaining);
- Translation of all the necessary documents;
- Preparation of requests for payment, requests for contract amendments;
- Archiving all relevant documentation both, electronically and/or manually;
- Ensure the visibility in all programme events;
- Proactively identify media opportunities and, in close liaisons with team leader, plan and implement media events;
- Implement and update the TA project database;
- Fulfillment of any other tasks assigned by the Project Officer and by the deputy Project Officer appointed by the MoLSG;
- Draft press releases, statements, news summaries and ensure print and electronic media coverage for the events;
- Provide technical advice and support to team leader and other staff in planning and development relevant communication and visibility products;
- Participate in annual inventory of assets of the TA;
- Fulfillment of any other tasks assigned by the Project Officer and by the deputy Project Officer appointed by the MoLSG

***6. Profile and qualifications***

- University Degree preferably in communication, journalism, marketing, media, business administration or other relevant social sciences with min 180 EKTC, or VII/1 degree).
- Minimum 1 years of relevant work experience after graduation in public institution and/ or private companies;
- Experience in public campaigns will be an asset.
- Fluency in both written and spoken English;
- Excellent writing skills. He/ She must be able to communicate complex information in a lively, accurate and readable manner in a variety of formats, including, press releases, magazines, newsletters, websites.
- Ambition to work in an international environment with different administrative traditions;
- Ability to respond to and prioritize a very diverse range of media enquiries relation to the Programme;
- ability to organize, plan and implement work assignments, to work under pressure of frequent and tight deadlines;



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- Computer skills: MS Office, power point; ability to summarize data and present reports on media mentions, outputs and outcomes.
- Excellent communication skills, creative and problem-solving oriented;

***7. Location***

The Communication and Visibility officer have to work in the premises of MoLSG and on the field when the need arises.

***8. Required experience***

- Excellent understanding and knowledge of the programme area;
- Experience in with the EU and national regulations concerning IPA cross-border cooperation programmes;
- Knowledge tendering procedures under PRAG;
- Experience in using and managing databases;

***9. Cooperation***

Cooperation with: other members of the Managing Authority, National Authority, Members of the Joint Monitoring Committee, applicants and beneficiaries, relevant EC services, service deliveries, etc.

***10. Responsibilities***

- responsible for effective, efficient, timely and qualitative fulfilment of the assigned tasks;
- responsible for providing timely and accurate information;
- responsible for safe operation and maintenance of the equipment and other resources entrusted by the employer.

***11. Reporting***

Formally, the Communication and Visibility officer will be reporting to the Program Officer and in equal manner to the deputy Program Officer appointed by the MoLSG and to the Managing Authority (if needed).





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He / She will prepare a monthly report about the implementation of the administrative, financial and logistic tasks related to the internal functioning of the TA, including activities in the Work plan.

He/She each month will prepare a timesheet and will submit to the Head of Territorial Cooperation for approval.

The approved Time sheet by the Head of Territorial Cooperation should be adopted by the Program Officer appointed by the MoLSG.

**12. Note**

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

**Minister of Local Self Government**

**Risto Penov**

