



VACANCY ANNOUNCEMENT

Senior Non-Key Communication and Visibility Expert required for the EU funded project “EU for Natura 2000 in Serbia”

The project “EU for Natura 2000 in Serbia” is funded by the European Union, managed by the Delegation of the European Union to the Republic of Serbia, and implemented by a consortium led by Eptisa Southeast Europe d.o.o. Main institutional beneficiaries of the project are the Ministry of Environmental Protection and Institute for Nature Conservation of Serbia. The overall objective of the project is to assist the Republic of Serbia to carry out preparation for establishment of Natura 2000 network, in context of the preparation for EU accession. The project will be implemented in the period May 2019 – May 2021, and includes 5 main results:

1. Designation process for potential SPAs and pSCIs substantially completed, according to the Birds and Habitats Directives, for Natura 2000 network;
2. Information System, Database and GIS for Natura 2000 developed;
3. Harmonization of national legislation with EU directives related to nature protection revised and completed;
4. Technical and administrative capacity for implementation of nature protection legislation strengthened;
5. Public awareness campaign for Natura 2000 implemented.

To complement its team of experts for the project, Eptisa Southeast Europe is seeking applications from suitably qualified professionals to support implementation of the project activities by covering the position of **Senior Non-Key Communication and Visibility Expert**.

1. OVERALL PURPOSE OF THE ASSIGNMENT

The Senior Non-Key Communication and Visibility Expert will contribute to achievement of the project results by providing expertise in communication and visibility field, specifically by participating in establishing the visibility and communication framework for the project and implementing the planned activities, in accordance with the project Terms of Reference, as well as relevant EU and national visibility requirements.

2. SCOPE OF WORK

The expert will be primarily engaged within Result 5 of the project (*Public awareness campaign for NATURA 2000 implemented*) and within the following project activities, with reference to the project ToR:

- **Result 5, Tasks 1 and 2:**
 - preparation of a Communication and Visibility Strategy for the project, with all the elements required;
 - planning and organization of events and other activities foreseen in the Communication and Visibility Strategy for the project.

3. SPECIFIC ACTIVITIES AND OUTPUTS



The tasks of the expert include the following:

- prepare the Communication and Visibility Strategy for the project, in accordance with the Communication and Visibility Manual for EU external actions and the project ToR.

The strategy is expected to include (but not be limited to) a stakeholder analysis, public information and consultation programme for the entire project duration (with clearly defined actions and indicators of achievement), public information tools on Natura 2000 (eg proposal for the project website, social media approach, project branding and promotional materials...), and a budget detailing expected costs of all planned actions. The strategy should refer to all project events, even those that are not primarily of a promotional nature (eg workshops).

This activity is expected to be completed in the project Inception Phase (before end of July 2019);

- contribute to planning and implementation of activities/events foreseen in the Communication and Visibility Strategy for the project and/or other project activities as directed by the Team Leader;
- oversee design and production of visibility materials;
- establish the project website and social media profiles;
- manage media;
- participate in project capacity building events (eg workshops), as required;
- provide inputs for project progress reports.

4. WORK RELATIONSHIPS / REPORTING

The expert will work closely with and report to the Team Leader.

The expert will deliver 1-page monthly reports in English language, that will be attached to the expert's draft monthly timesheet.

5. LOCATION AND TIMING

This assignment shall be implemented in Belgrade, Serbia, in the tentative period end of June 2019 – May 2021. The assignment is foreseen to take up to 50 working days, subject to extension (in activity scope, time period, and/or duration) as needed by the project.

In case that the project activities are implemented outside of Belgrade, costs of travel, accommodations and meals will be covered by the project.

6. REQUIREMENTS

Qualifications and Skills

- University degree (or equivalent);
- Excellent communication, reporting and teamwork skills;
- Fluency in written and spoken Serbian;
- Fluency in written and spoken English;
- Good writing and editing skills in Serbian and English;
- Computer literacy.



Professional Experience

- At least 7 years of experience in journalism, communication, visibility, organization of campaigns;
- Previous experience in visibility and communication matters related to EU-funded projects (or equivalent) will be considered as an asset;
- Previous experience in sector of environment will be considered an advantage;
- Previous experience in working with state administration and/or public institutions will be considered an advantage.

7. HOW TO APPLY

- If your profile matches the criteria listed above, please send your updated EU format CV in English to the following email address: info@natura2000.rs;
- email subject: Senior Non-Key Communication and Visibility Expert application;
- Deadline for submission of applications is **June 26th, 2019**.

Note: More detailed job description, exact duration (number of working days) and starting date for each position depend on the project needs and will be discussed with the shortlisted candidates only.

Only shortlisted candidates will be contacted and asked to provide corresponding certificates proving their education and professional experience.

Note that civil servants and other staff of the public administration, of the partner country or of international/regional organizations based in the country, can only be approved to work as experts if well justified. The justification should be submitted with the CV and shall include proof that the candidate is seconded or on personal leave