



Terre des hommes
Helping children worldwide.

Communication Officer

You are a passionate Communication professional. You are energetic, meticulous, and organised. You are interested in and aware of the social problems around you and you are looking for a meaningful job that will make a lasting impact. If this resonates with you, this challenge is for you.

- Start date** as soon as possible
Contract One-year, local, full-time Employment Contract, renewable.
Salary RON 3400 net, private medical insurance
Location Bucharest

Deadline for the application: **30th of April 2021**

WHAT WE DO IN EUROPE AND ROMANIA

Terre des hommes (Tdh) is the leading Swiss child relief agency. Founded in 1960, we are committed to improving the lives of millions of the world's most vulnerable children. Through our innovative protection and health projects, we provide assistance to over three million children and their families in almost forty countries each year. In Europe, Tdh intervenes directly or indirectly in many countries, relying on teams based in Budapest, Albania, Greece, Kosovo, Romania, Moldova and Ukraine.

In Romania, Terre des hommes (Tdh Ro) has been active since 1992. For the past few years, the delegation has been working on three main intervention areas: (1) Strengthening child protection and juvenile justice systems, (2) Protection of children affected by migration/trafficking, and (3) Social inclusion of minorities. Every year thousands of children and their families benefit from projects implemented either at a national or regional level.



ROLE DESCRIPTION

Under the supervision of Communication Coordinator, the Communication Officer is in charge of creating and publishing content, developing newsletters and other publications. S/he will attend internal events and write about the activities within our projects, making sure they are accurately reflected on our social media and websites. The Communication Officer will support communication activities for projects ongoing, will guarantee the quality of all published materials (for learning, sharing, public information, training, etc.)

MAIN RESPONSIBILITIES

- Under the supervision of Communication Coordinator, works with Project Managers, M&E and Advocacy Officers to develop, proofread/ edit and produce newsletters, capitalisation reports etc.
- Manages and regularly updates the websites, social media accounts.
- attends communication events of the projects and writes about them
- Writes and sends press releases
- Helps with the dissemination of communication materials to relevant stakeholders

YOUR PROFILE

- University degree in Communications, Public Relations, Journalism, or related fields.
- At least 3 years of experience in communication, public relations
- Strong skills in editing various publications, experience in managing on a long-term: websites and corporate/NGO social media accounts
- Ability to work in a team in a consensual manner and to encourage full participation
- Ability to multi-task, handle pressure, work with limited supervision.
- Ability to communicate effectively both verbally and in writing.
- Able to synthesize complex information using an accessible vocabulary
- Fluency required in both English and Romanian: spelling, grammar, vocabulary.
- Well organized, able to meet tight deadlines when necessary
- Prior experience in communicating for an NGO a strong asset.

TO APPLY:

Qualified applicants are encouraged to submit their CV and motivation letter (max. 1 page) in English to vacancy@tdh.ro

Please include "Communication Officer, your name and surname" in the subject line of the application email.

Safeguarding Policy:

To commit to respect Tdh Risk Management Policies including: Child Safeguarding Policy, Safety and Security Policy and Anti-Fraud/Corruption Policy, Whistle Blowing Policy.

GDPR compliance:

By sending your application, you agree that your personal data will be used in the recruitment process. All the documents we will request in different steps of the recruitment process will only be used for this purpose.

All staff involved in recruitment and selection are aware that data protection rules apply and that personal information will be treated confidentially. According to our policy, we will keep your application documents for the period of the recruitment only.

Due to an anticipated high number of applications, Tdh is not able to respond to every applicant individually. Please note that only short-listed candidates will be contacted for the first interview.
