



## **Call for vacancy: SEEHN Communication Officer (part time)**

### **Secretariat of the South-eastern Europe Health Network (SEEHN)**

Vacancy Notice No: 1/2020

Date: 16 June 2020

Application Deadline: 1 July 2020

Duty Station/Location: home based/remote work

Duration of initial contract: 3 months

### **BACKGROUND**

South-eastern Europe Health Network (SEEHN) is a regional intergovernmental organization founded in 2001 with the aim to promote collaboration, common values and to encourage mutual efforts towards peace, health and well-being, of the people in the SEEHN Member States. SEEHN is providing platform for discussions and exchanges of the best practices between 9 Member States: Republic of Albania, Republic of Bulgaria, Bosnia and Herzegovina, the State of Israel, Republic of North Macedonia, Republic of Moldova, Montenegro, Romania and the Republic of Serbia. SEEHN Secretariat is the legal entity of the Network with a Seat in Skopje, Republic of North Macedonia.

### **POSITION OVERVIEW**

The Communication Officer will be engaged with the SEEHN Secretariat, part time (4 hours per day) with possibility for home based, i.e. remote work using available communication/collaboration platforms.

The purpose of the position is to communicate relevant health issues and results, as well as the work of the SEEHN Secretariat, Executive Committee and Presidency to audiences in the region of SEEHN and promote communications about regional health issues and developments. This will be achieved through actively supporting /following the work of the SEEHN Member States and SEEHN strategic and operational documents (Chisinau Pledge, Sub-regional Cooperation Strategy, Annual programs and Road maps etc.), including preparatory processes and gathering background information from SEEHN Secretariat, SEEHN Member States, partners and Regional Health Development Centers. The Communication Officer shall demonstrate continuous improved ability to communicate results and advocate for health on the path towards Universal Health Coverage.

Communication Officer provides support to the SEE Health Network Secretariat and works under the overall supervision of the Head/Director of the SEEHN Secretariat.

**KEY RESPONSIBILITIES** (include and is not limited to the following)

- To support the SEEHN Secretariat in development of communication strategy rules/procedures;
- To develop, implement, coordinate and support a communication action-plan for the SEEHN;
- To plan and develop, with support of SEEHN Secretariat team when necessary, communications messages and products on work of the SEEHN for public and professional groups (including media, web and social-media, conferences for policymakers and professionals, other platforms/materials);
- Preparation of the SEEHN Newsletter and other Publications;
- To propose changes in the structure of the existing web site in order to be more user friendly;
- To propose/identify and to support development and implementation of the selected public health and health care campaigns (e.g. non-communicable diseases, health sector reforms, universal health coverage, international standards in health) including messages, written and multimedia materials, dissemination and follow-up;
- To create and maintain an up-to-date data base on the communication departments/contact points from the respective Ministries of Health of the SEEHN Member States, in order to ensure positive and optimal coverage for the SEEHN work/activity in the respective SEEHN Member States, when needed;
- To review/analyze the SEEHN Member States social media landscape, identify appropriate platform(s)/means to establish a certain SEEHN presence in the respective Member States, and maintain this presence through regular postings and engagement on such accounts/platforms;
- To ensure proper visibility of the various initiatives managed by SEEHN and the broad collaboration (including development partners and donors) in the area of work (e.g. provide input to appropriate newsletters, arrange press briefings and conferences, utilize the emblems of organizations in all project communications appropriately);
- To support the Director of the SEEHN Secretariat, Chair of SEEHN Executive Committee and/or SEEHN Presidency on strategic external and internal communication;
- Carry out any other tasks delegated by the Head/Director (required to support the internal and external communication of the organization);

## **COMPTENECES**

- Communicating in a credible and effective way
- Producing results
- Moving forward in a changing environment
- Ensuring the effective use of resources
- Fostering integration and teamwork
- Respecting and promoting individual and cultural differences

## **QUALIFICATION SKILLS AND EXPERIENCE**

### **Education:**

- Essential: University degree (Bachelor-s level) in communications, public relations, journalism or related social sciences;
- Desirable: Master-s degree in any of the above fields.

### **Experience:**

- Essential: At least two years of professional experience arranging and coordinating information sharing, communication activities, media relations and messages development. Experience producing written material, such as brochures, reports and online communications, including web and social media. Experience organizing press conferences and briefings;
- Desirable: Relevant work experience in health-related communications within regional or international organizations.

### **Skills:**

- Demonstrated knowledge of SEEHN's mission and work.
- Demonstrated skills in relations with the media.
- Excellent computer and multimedia skills (including use of internet, Web, social media, photographs, videos, etc.).

### **Use of Language Skills:**

- Essential: Expert knowledge of English

## **ADDITIONAL INFORMATION:**

- Only applications from nationals of the 9 SEEHN Member States (Republic of Albania, Bosnia and Herzegovina, Republic of Bulgaria, State of Israel, Montenegro, Republic of Moldova, Republic of North Macedonia, Romania and Republic of Serbia) will be accepted.
- Applications from nationals of the SEEHN Member States which are not represented in the SEEHN Secretariat (Republic of Albania, Bosnia and Herzegovina, Republic of Bulgaria, State of Israel, Romania and Republic of Serbia), will have advantage.

## **SUBMISSION OF THE APPLICATION**

Interested candidates should present:

- Letter of interest which specify qualifications for this vacancy;
- Professional CV in English in the EUROPASS format.
- Qualifications (copy of diploma/certificate)
- (Recommendations from last employers relevant to the application, as optional)

Applications with following documents should be submitted at: [seehn.secretariat@seehn.org](mailto:seehn.secretariat@seehn.org) by **1 July 2020**.

Only shortlisted candidates will be notified.

## **INSTRUCTIONS FOR APPLICATION:**

- For information on SEEHN's work/activities please visit: [www.seehn.org](http://www.seehn.org)
- Vacancy notice is published at [www.seehn.org/vacancy](http://www.seehn.org/vacancy) and SEEHN social media accounts.