

RECRUITMENT NOTICE

COMMUNICATIONS OFFICER

Transparência e Integridade/ Transparency International Portugal

Lisbon

Transparência e Integridade/ Transparency International Portugal is a NGO based in Lisbon, member of Transparency International, a global anticorruption movement with chapters in over 100 countries and an International Secretariat (TI-S) based in Berlin.

Our mission is to fight corruption and to promote good governance, justice, transparency and accountability at all levels of public life. We strive for better access to information, and a strong, informed and participatory citizenship, which effectively regulates institutions and promotes a culture of public integrity and a real sense of social responsibility by all economic and political agents.

TI-PT activities have expanded to encompass projects in different risk sectors, and this demands a more proactive attitude in social advocacy towards lasting policy changes in fighting against corruption.

In response to this exceptional growing workload, we are seeking for an experienced and motivated Communications Officer to assist us in communicating to a larger public our mission, as well the activities and projects' results, while securing private and public funding to support it. The collaboration is therefore limited by the duration of the projects in hand, which foresee different deadlines and which, by their scope and attending to variables inherent to execution, do not allow a period to be considered for its term. Although, the period will never be inferior than 1 year.

Deadline for applications: 20 November 2019, 17:00 (Lisbon time)

Starting date: January 2020

Location: Lisbon, with availability to travel, as needed, for meetings with partners, donors and other relevant stakeholders.

Working languages: Portuguese (primarily) and English

Gross annual income: commensurate with job requirements and experience for the position - Communications Officer Level 1 (EUR 16.520,00) or Level 2 (EUR 18.200,00).

Other benefits may be included according to the Human Resources Policy in place.

Selection: shortlisted candidates will be contacted for an interview and/or additional skills assessment

Brief Role Description

Under the coordination of the Executive Director and the Board of Directors, the Communications Officer is:

- a) *a communicator*, in constant contact with relevant stakeholders in support of outreach and information sharing;
- b) *a writer/researcher*, drawing together information from a variety of sources and shaping it into outreach products for a range of media, including audio-visual;
- c) *an analyst and early adopter*, monitoring communication trends and supporting the extension of TI-PT outreach activities into these fields.

Tasks include drafting and editing, preparing documents such as brochures, reports, policy papers, event organization, web and social media management, stakeholder analysis, provision of communication-related support to TI-PT staff and Board of Directors and response to inquiries, among others.

S/he will be part of the Executive Team and is expected to work with diligence and take full responsibility for a timely and quality product delivery.

Knowledge, Skills and Abilities:

1. Excellent computer skills, with very good knowledge of:
 - a. graphic, multimedia and web design software (ex. Adobe Creative Suite);
 - b. web content management systems (ex. Wordpress, Moodle), layout optimization, SEO and Google Analytics;
 - c. Email marketing and newsletter software (ex. MailChimp);
 - d. CRM Software (ex. Odo);
 - e. Social media management tools (ex. Socioboard).
2. Strong spoken and written communication skills;
3. Excellent research, drafting and editing skills;
4. Ability to work independently as well as part of a team;
5. Excellent organizational skills and ability to effectively manage priorities and remain calm under pressure;
6. High level of intercultural competence, diplomacy and political sensitivity.

Education, Experience and Language Skills:

1. University degree in communications or related field and with relevant experience in outreach & communications;
2. Excellent knowledge of written and spoken Portuguese and English is essential;
3. Ideally with some exposure to NGO context;
4. Experience in policy or social change campaigns, preferably in transparency and integrity issues is a plus.

Application procedure:

Applicants should submit a CV (Europass format or similar) and a motivation letter in English by email to secretariado@transparencia.pt

by 17:00, 20 November 2019, with the subject line “*Communications Officer Recruitment, First Name, Last Name*”.

Only applicants shortlisted for interviews will be contacted.