

# RECRUITMENT NOTICE

## PROJECT & ADVOCACY OFFICER

Técnico de Advocacia e Projetos

Transparency International Portugal

Lisbon

Transparency International Portugal is an 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 Portugal activities have expanded to encompass projects in different areas, and this demands a more proactive attitude in social advocacy towards lasting policy changes. In response to this exceptional growing workload, we are seeking for an experienced and motivated Project & Advocacy Officer to assist the implementation of ongoing projects.

**Deadline for applications:** 21 August 2022, 17:00 (Lisbon time)

**Starting date:** no later than September 2022

**Location:** Based in Lisbon, with the possibility of working from home 2-3 days/ week. Availability to travel (including abroad) for meetings with partners, donors and other relevant stakeholders is required.

**Working languages:** Portuguese (primarily) and English

**Gross annual income:** commensurate with job requirements and demonstrated experience for the position, starting at 16.800 EUR/ year. Other benefits may be included according to the Human Resources Compensation Plan 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, the Project & Advocacy Officer will be responsible for scaling up TI Portugal's advocacy strategy linked with project implementation.

S/he is expected to be in constant interaction with relevant stakeholders in support of outreach and information, drawing together information from a variety of sources and shaping it into outreach products for a range of media, including audio-visual, and monitoring communication trends and supporting the extension of TI Portugal's outreach activities into these fields.

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:

- University degree in Journalism, Communication Science, Political Science, Social Sciences, or related field and with relevant experience in advocacy, campaign and project management;
- Ideally with experience in policy or social change campaigns in the NGO sector;
- Strong spoken and written communication skills;
- Excellent knowledge of written and spoken Portuguese and English is essential;
- Excellent research, drafting and editing skills;
- Good knowledge of graphic, multimedia and web design;
- Skilled in Social Media management
- Excellent organizational skills and ability to effectively manage priorities and remain calm under pressure;
- High level of intercultural competence, diplomacy and political sensitivity.

### Application procedure:

Applicants should submit a **CV** and a **motivation letter in English** by email to [hello@transparencia.pt](mailto:hello@transparencia.pt) by 17:00, 21 August 2022, with the subject line "*Project & Advocacy Officer, First Name, Last Name*".

### Selection procedure:

- Phase 1 – CV & Motivation Letter
- Phase 2 – Skills Assessment  
Applicants shortlisted (5) might be contacted for Skills Assessment consisting of a short assignment still to be determined according to applicants' profile
- Phase 3 - Interview  
Applicants shortlisted (3) will be contacted for the final interview

**Only applicants shortlisted for phases 2 and 3 will be contacted.**