



Justice Activity in Kosovo Recruitment For Public Engagement Coordinator

Chemonics seeks a candidate for the position of **Public Engagement Coordinator** for the USAID-funded Kosovo Justice Activity. The purpose of the Justice Activity is a more responsive justice system capable of providing people access to quality services and multiple means to solve their justice needs and every day legal problems to generate greater public trust in the justice system and the rule of law. This activity builds on USAID's previous projects in Kosovo and lessons learned by USAID/Kosovo, local partners, and other donors.

The Activity is organized by three integrated objectives, 1) Quality and Accessibility of Justice Services Improved, 2) Citizen Understanding, Engagement, and Trust of the Justice System Improved, and 3) Effective Innovations in the Justice Sector Developed. Community-based activities under Objective 2 anchor the Justice Activity in Kosovo by defining the problems to be solved under Objectives 1 and 3.

Position Description

The Public Engagement Coordinator works closely with project staff, in particular with Public Outreach Specialist, to provide support in developing and implementing communications strategies to support locally led information/outreach activities which are consistent with USAID's project messaging. He/she takes part in planning, organizing, and managing campaigns, promotional events, and outreach projects from conception through to completion, in line with agreed project requirements and USAID branding guidelines.

Principle Duties and Responsibilities

As Public Engagement Coordinator, the employee is responsible for the following principal duties and responsibilities:

- Plan, prepare and organize project outreach activities.
- Work together with team members and counterparts in organizing public awareness campaigns and public outreach events (particularly Objective 2), which may include the following illustrative tasks:
 - Assist in selection of public information campaigns mediums (including TV/radio ads, posters, infographics).
 - Support and prepare the content – with input from appropriate Objective teams – for all promotional and public outreach materials for project beneficiaries and counterparts, based on the approved Year 3 Work Plan, including – but not limited to - brochures, posters, TV/radio ads, leaflets, press releases, and oversee their production and distribution.
 - Prepare terms of references/statements of work for grants and subcontractor/vendor materials (i.e., solicitation, announcement, solicitation material, review procedures) for project public outreach activities.



- Provide technical oversight and quality assurance of subcontractors/vendors engaged in public outreach activities.
 - Maintain tracker of all project-sponsored outreach events, ensuring the capture of data on distribution and public reach, and relay inputs, when requested, to the Monitoring, Evaluation, and Learning Specialist and documenting project impact.
-
- Work closely with the Public Outreach Specialist and Legal Advisor to assist the Kosovo Judicial Council to implement its Communication Strategy 2021-2025 and the associated action plan.
 - Assist and oversee counterparts (including Public Information Officers (PIOs), legal aid providers including the Free Legal Aid Agency, and the KJC) in tailoring their public awareness efforts to adapt to user needs and increase their capacities to communicate effectively.
 - Support PIOs and other local counterparts in conducting outreach events and special media events that highlight positive outcomes of people’s justice journeys to counter public mistrust and reshape public discourse.
 - Support and maintain relationships with media.
 - When needed, create content for social media about project-related activities and success stories.
 - Contribute to well-written weekly, quarterly, and annual reports and
 - Any other duties as assigned

Required Skills and Qualifications

The position requires an individual with:

- Minimum undergraduate university degree (or bachelor’s equivalent) in media, public relations, and/or communications, or a related field
- Prior experience with technical assistance projects and work with donor-funded projects preferred
- Familiarity in collaborating with communities and CSOs
- Experience with public awareness campaigns preferred
- Strong interpersonal and communications skills, including the ability to communicate clearly and concisely both orally and in writing.
- Proven ability to work professionally, constructively, and collaboratively as part of team, meet deadlines, communicate effectively, and deal with diverse partners (including high-level government officials, entrepreneurs, and international donors) in a challenging environment.
- Fluency in English and Albanian required; Serbian fluency preferred.

Reporting

The Employee will report directly to the Public Outreach Specialist, or his/her designee.



Please send electronic applications, including ONLY a cover letter and CV to: **eluzha@justiceactivity-ks.org** no later than **September 16th, 2022**. Please write “Public Engagement Coordinator” in the subject line. Applications will be considered on a rolling basis, meaning positions may be filled prior to the closing date. No telephone inquiries, please. Finalists will be contacted.

Chemonics is an equal opportunity/Affirmative Action employer and does not discriminate in its selection and employment practices. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, protected veteran status, genetic information, age, or other legally protected characteristics.