



**Terre des hommes**  
Helping children worldwide.

## Communication Officer

You are a strong Communication professional. You are energetic, meticulous and organised. You love innovation in everything you do 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** June 2019  
**Contract** One-year, local, full-time Employment Contract, renewable.  
**Salary** Ranging RON 3200 – 3500 net depending on skills and experience  
**Location** Bucharest, with travels

Deadline for the application: **31<sup>st</sup> of May 2019**

### 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 their direct superior, plus with the guidance of the Regional Communication Officer, the person in charge of communication coordinates and monitors all external communication activities for the delegation. Oversees and manages communications on project, country and international levels and guarantees quality of all published materials & the website (for learning, sharing, public information, training etc.)

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## MAIN RESPONSIBILITIES

- Implementation of institutional communication strategies and policies & ensuring coordination and harmonization of communication policies of Tdh Romania with the Regional Office/ HQ
- Works with Project Managers, M&E and Advocacy Officers to develop, proofread/ edit and produce publications, newsletters, researches, capitalisation reports etc.
- Manage and regularly updates the websites, social media accounts.
- Coordinates communication activities and events of the projects
- Document and maintain communication material on server
- Undertake sporadic field visits to liaise with target groups and to produce case studies, press releases etc.
- Write and publish press releases to highlight impact of programmes.
- Coordinate production of visual resources (photos, videos, etc.)
- Identify, build and manage a network of partners at local, national and international level
- Lead the dissemination of communication materials to relevant stakeholders
- Assist in developing project proposals and project reports

## YOUR PROFILE

- University degree in Communications, Public Relations, Journalism, or related fields.
- At least 3 years of experience in communication, public relations
- Experience in coordinating and providing support for communication at national level
- Ability to lobby, communicate and build coalitions with various stakeholders
- Experience in grant writing and donor reporting
- Strong skills in editing external publications, websites
- 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. 100% fluency required in both English and Romanian: spelling, grammar, vocabulary.
- Prior experience in NGO work, especially with children, a strong asset. Child protection attitude a requirement.

## TO APPLY:

Qualified applicants are encouraged to submit their CV and motivation in English to

[vacancy@tdh.ro](mailto:vacancy@tdh.ro)

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

### Child 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.

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

### 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.

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