

Sarajevo, 26th of November 2018

Communications Officer / Team Assistant

1 part-time position (10 hours per week)

The Friedrich-Ebert-Stiftung Regional Dialogue Southeast Europe is inviting applications for the position of a Communications Officer / Team Assistant for the years 2019 – 2021 with a possibility for extension. The selected individual is **expected to work on the following tasks:**

- Supervision and continuous improvement of external communications;
- Curating websites and social media channels as well as a contact database;
- Office administration including
 - correspondence with partners, service providers and public authorities;
 - processing of bills and receipts;
 - filing.

Qualifications

- Bachelor's degree and/or relevant work experience in the fields of information technology, communications/PR, journalism, media design or equivalent;
- International work experience or work experience in an international setting is an asset;
- Professional experience in web design (Typo3) and/or social media is an asset;
- Excellent command of English and Bosnian/Croatian/Serbian;
- Fluency in German is an asset;
- Proven track record in community engagement.

About the Friedrich-Ebert-Stiftung Dialogue Southeast Europe

The Friedrich-Ebert-Stiftung (FES) is the oldest political foundation in Germany with a rich tradition dating back to its foundation in 1925. Today, it remains loyal to the legacy of its namesake and campaigns for the core ideas and values of social democracy: freedom, justice and solidarity. It has a close connection to social democracy and free trade unions.

After more than two decades of engagement in Southeast Europe, the FES recognizes that the challenges and problems still facing this region can best be resolved through a shared regional framework. Our commitment to advancing our core interests in democratic consolidation, social and economic justice and peace through regional cooperation, has since 2015 been strengthened by establishing an infrastructure to coordinate the FES' regional work out of Sarajevo, Bosnia and Herzegovina: the Regional Dialogue Southeast Europe (Dialogue SOE). To that end, Dialogue SOE provides analysis of shared challenges in the region and develops suitable regional programs and activities in cooperation with the respective FES offices.

For more information on the work and activities of the FES Dialogue SOE please visit our website: www.fes-soe.org

Applying

Interested individuals should send their **CV, Certificates and/or Letters of Recommendation** as well as a **Letter of Interest** until the **21st of December 2018 (Friday, 1 pm, CET)** to info@fes-soe.org

Due to administrative reasons, **only B&H nationals are eligible** to apply.

The selected individual should start working in **January or early February 2019**. Shortlisted candidates will be contacted by the **5th of January 2018** in order to schedule an interview.

For any additional questions, please do not hesitate to contact us on info@fes-soe.org