

**Job Reference Number**

EM/NT/EG/EPA/KOSOVO

**Job Type**

International Development Assistance/Emerging Markets

**Schedule**

Fixed term

**Anticipated Level of Effort (LOE)**

40 days

**Job Location**

UK/Europe; Kosovo

**Job Summary**

Cardno is currently seeking a **Short Term Strategic Communications Advisor** (STTA) for the USAID-funded EMPOWER Private Sector activity in Kosovo.

**Job Description**

Cardno Emerging Markets USA, Ltd. (Cardno) is currently seeking a Short Term Strategic Communications Advisor (STTA) for USAID-funded EMPOWER Private Sector activity in Kosovo. EMPOWER is designed to increase competitiveness in growth-ready sectors and facilitate inclusive private sector job creation.

**Position Objective**

Under the leadership of the Chief of Party, the Advisor will be responsible to support and enhance EMPOWER's communications and outreach efforts in the development of success stories, especially for USAID communications purposes.

Job Description

**A. Specific Tasks:**

Tasks of the Advisor are:

1. USAID Success Stories – in consultation with EMPOWER Communications and Social Inclusion Specialist and USAID DOC work on success stories that highlight achievements and success of the EMPOWER project interventions in economic development and job creation.
2. USAID Impact Blog stories - through consultations with EMPOWER Communications and Social Inclusion Specialist and USAID DOC work on stories that will highlight an innovative approach to economic development (and/or job creation) that EMPOWER and USAID/Kosovo have pioneered. Advisor will draft stories, working with EMPOWER Communications and Social Inclusion Specialist, and submit for approval to USAID DOC. Per USAID guidelines, the Advisor will draft an engagement plan to go with blog post.

3. USAID Frontlines story - through consultations with EMPOWER Communications and Social Inclusion Specialist and USAID DOC work on stories to be published for USAID Frontlines magazine.
4. Videos - short videos describing EMPOWER's work through a simple vignette. Present impact on individuals brought to life through video and testimonial underscoring on how economic growth through international development leads to more stable and productive societies. Advisor in consultation with EMPOWER Communication and Social Inclusion Specialist will work with video editor and videographer to create concept, storyboard, and script.
5. Copyedit quarterly reports, annual reports, work plans, and other documents as needed.

## **B. Deliverables Outputs and Outcomes**

Outputs and Deliverables for this position are:

1. At least 6 success stories on EMPOWER beneficiaries within 12 months of signing of contract. Stories will be based on written request from EMPOWER COP or Communication and Social Inclusion Specialist.
2. At least 3 Blog Stories within 12 months of signing of contract.
3. At least 1 Frontline article within 12 months of signing of contract.
4. At least 3 videos finalized within 12 months of signing of contract.
5. Copyedit quarterly reports, annual report, workplans, and/or any other document as needed and upon request from EMPOWER Private Sector COP.

## **Position Requirements:**

1. Relevant university degree
2. At least 5 years relevant professional experience
3. Strong conceptual and communications skills in verbal presentations and writing.
4. Advanced English Skills required

## **Special Instructions:**

To apply, please send CV to: [jobs@empowerkosovo.org](mailto:jobs@empowerkosovo.org)

**The application deadline is close of business on September 8th, 2017.**

No telephone calls, please. Finalists only will be contacted.

Cardno offers an excellent compensation and benefits package. Cardno is an Equal Opportunity Employer.

**Cardno** is a professional infrastructure and environmental services company, with specialist expertise in the development and improvement of physical and social infrastructure for communities around the world. **Cardno's** team includes leading professionals who plan, design, manage and deliver sustainable projects and community programs. **Cardno** is an international company listed on the Australian Securities Exchange [ASX:CDD].