



Policy and Communications Officer

- Draft position and policy papers, in both Albanian and English;
- Research, write and develop studies and reports on topics of interest to the private sector;
- Propose roundtable discussions;
- Prepare all necessary materials, in Albanian and English, for the events he/she coordinates;
- Prepare the Quarterly Legal Update, in both Albanian and English;
- Prepare the Policy Spotlight, in both Albanian and English, and ensure that it is sent to members in a timely manner and in accordance with AmCham annual program;
- Coordinate and facilitate communication between AmCham, AmCham members, and third parties;
- Facilitate and liaise a two-way communication between AmCham and external parties by feeding information from AmCham to external parties, and vice versa;
- Draft and edit press releases and other statements, in both English and Albanian;
- Distribute statements to the media;
- Send invitations to the media for AmCham events;
- Maintain & update AmCham website and social media accounts (Facebook, Twitter, LinkedIn, etc.);
- Be in charge of taking photographs and arranging video recording of AmCham events;
- Maintain and update AmCham official online video channel;
- Track and document press coverage on AmCham's priority issues and external policy initiatives, and suggest necessary action;
- Conduct overall media monitoring and prepare the Daily Digest;
- Scan for upcoming policy developments and activities of interest to the private sector, and in accordance with AmCham mission and objectives;
- Prepare and maintain a public affairs schedule;
- Draft and prepare AmCham Bi-Monthly Newsletter
- Other duties and responsibilities as assigned by the supervisor, in accordance with the employee's professional qualification and experience.

Job Requirements

- Minimum of two years of relevant experience
- University degree in relevant field, communications or public relations

- Work experience and proven interest in policymaking and private sector development in Kosovo
- Excellent writing, research and analytical skills
- Excellent written and oral communication skills
- Detail-oriented
- Excellent proficiency in Albanian and English is mandatory
- Experience with digital communications for an organization or campaign, is interested
- Ability to research on and track media and other developments with regards to AmCham's initiatives

Please apply by submitting your Cover Letter and CV at recruitment@amchamksv.org by **August 30, 2021, at 16.30.**