**Information and Communication Programme** 

**Ecorys South East Europe ltd. in consortium with Ecorys Nederland B.V. and FUTURA 2/2 is managing the EU InfoCentre in Skopje and coordinates the EU Information Network consisting of 12 EU Info Points in Macedonia. More information for the project you can find here: www.euic.mk.**

We are looking for

**Public Information Officer**

**This is a full time position from October 2016 till July 2017**

**Responsibilities:**

The Public Information Officer will be responsible for the implementation of the day-to-day activities of the Skopje EU InfoCentre such as: provision of information to the walk-in-visitors; holding of lectures on EU related issues to various target groups; moderating at events; provision of content and updating of the EU InfoCentre's website and social media accounts (Twitter, Facebook and Flickr); answering to questions received by mail and telephone; updating questions/answers database for EU's website; etc.

**Qualifications:**

* University degree in social sciences (where a university degree has been awarded on completion of three years of study in a university or equivalent institution), preferably in communications, journalism or other discipline related to this Contract, or 3-year experience above the general professional experience required below in the field of public information and communication
* fluency in spoken and written Macedonian and English (knowledge of Albanian will be considered as an advantage)
* knowledge about EU integration processes, particularly in relation to the former Yugoslav Republic of Macedonia
* knowledge of the socio-economic and political structure of the former Yugoslav Republic of Macedonia (government, public institutions, media and civil society organisations)

***General professional experience***

* minimum 5-year experience in public information and communication

***Specific professional experience***

* demonstrated experience in providing information to the public in at least two projects

***Additional assets***

* Experience in media research
* Experience in handling a web page (as an editor, contributor or in design)
* Experience in holding lectures to pupils/students

**To apply for this positions please use the uploaded template**

**(Annex b8h** [**http://ec.europa.eu/europeaid/prag/document.do?isAnnexes=true**](http://ec.europa.eu/europeaid/prag/document.do?isAnnexes=true)**)**

 **to the following e-mail:** **Bonka.Karadjova@ecorys.com****.**

**Deadline for applications is 27 of September 2017**

**Please note that only shortlisted candidates will be contacted for interview.**

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We are looking for

**Help Desk Officer/Interpreter/Translator**

**This is a full time position from October 2016 till July 2017**

**It requires full time presence at the EU InfoCentre with the exception of Saturdays afternoons, Sundays and public holidays**

**Responsibilities:**

1) s/he will cover for the Public Information Officer when absent

2) s/he will be the first point of contact for all visitors to the InfoCentre and for telephone callers

3) s/he will interpret at events, consecutively and simultaneously, from English into Macedonian and Albanian and vice versa

4) s/he will translate web articles, press articles and other documents from English into Macedonian and Albanian and vice versa.

**Qualifications:**

* relevant university degree
* excellent knowledge of English, Macedonian and Albanian.
* good understanding of EU-related issues
* very good computer skills.

**To apply for this positions please use the uploaded template**

 **(Annex b8h** [**http://ec.europa.eu/europeaid/prag/document.do?isAnnexes=true**](http://ec.europa.eu/europeaid/prag/document.do?isAnnexes=true)**)**

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