



Cardno is a professional infrastructure and environmental services company, with expertise in the development and improvement of physical and social infrastructure for communities around the world. Cardno is implementing a USAID-funded project in Serbia and is looking for qualified individuals to join our Belgrade based team.

We are looking for
PR and Communications Manager

Location: Belgrade

JOB DESCRIPTION AND STATEMENT OF WORK

USAID has awarded Cardno a four-year contract to improve the competitiveness of the Serbian food processing industry, with the goal to increase sales and exports of Serbian food products in domestic and international markets. Through this activity Cardno will partner with public and financial institutions, the Serbian education system, business associations, and a variety of other service providers to create a support system for Serbian companies that can be replicated within other industries and is sustainable.

Scope of Work

The PR and Communications Manager will:

- Work with Project technical leaders and senior management to implement communication strategy and plan
- Ensure synchronized coordination and proper preparation, and lead execution of PR and outreach initiatives under the Project
- Promote achievements of successful partnerships project activities to stakeholders by liaising with mainstream media and generating content for social media
- Prepare press releases, briefs, event memos, news stories and other communications documents
- Ensure compliance of Project's and partners' promotion materials and publications with USAID branding, marking and other communication requirements
- Perform other Project activities as need arises

Capacities Required for Position

The following are the key minimum capabilities required:

- Relevant University degree in a communication related field or at least 10 years of professional experience in media, communications and/or marketing sector
- Relevant experience working in donor agencies' programs; familiarity with USAID programs is an asset

- Minimum 5 years proven experience working with key media partners to obtain coverage for events and activities through print, web, TV and/or social media
- Excellent writing ability translate complex ideas into clear and accessible language
- Demonstrated knowledge in writing, press releases, briefs, event memos and updating websites and social media profiles with content and images
- Excellent command of written English

To apply please submit a CV and cover letter in English to the following e-mail address:

info@konkurentno.rs

Only the shortlisted candidates will be contacted.

Deadline for applications: February 17, 2021