**JOB DESCRIPTION**

**Position title:** **WWF Adria Project Officer (communications)**

**Reports to:** WWF Adria Wildlife Programme Manager

**Location:** Belgrade, Serbia

**Starting:** November 2019

**Engagement:** **50% staff time**

WWF is one of the world’s leading non-governmental and non-profit organizations for nature conservation. WWF has been established in 1961, and has representative offices in over 100 countries across the globe and approximately 6200 employees. The organization is proud of its supporters of over five million people.

WWF Adria is representing WWF within the countries of ex-Yugoslavia and Albania with approximately 50 staff and consultants. It is operating through a WWF Adria office in Zagreb (Croatia), WWF Adria-Serbia office in Belgrade, and partner organizations and consultants within the rest of the region.

**I. Project description**

Sturgeons are the most endangered fish worldwide, with few natural habitats left for them to call home. In the EU one of the very few regions still holding viable, naturally-reproducing sturgeon populations is in the Lower Danube and North-Western Black Sea.

During the project period (October 2016 – December 2020), LIFE FOR DANUBE STURGEONS project aims to stop the threat to highly endangered sturgeons in the Lower Danube caused by illegal fishing and trade. The project’s planned activities intend to achieve significant improvement in sturgeon species status by capacity building and law enforcement; socio-economic measures in support of sturgeon conservation; and raising public awareness.

In the context of this project, WWF contribute to halting and reversing losses in the EU and worldwide, specifically adding to the EU Strategy for the Danube Region as well as to the program for the protection of Danube sturgeons “Sturgeon 2020”. WWF works with fishing communities, young people, law enforcement authorities, retailers offering sturgeon meat or caviar.

**II. Major Functions:**

* Implements project and programme activities according to workplans
* Leads implementation of project’s communications strategy and integrates communications within the unit
* Supports monitoring and reporting at the programme level
* Maintains and develops partnerships and stakeholder engagement according to workplans
* Supports internal communications related to program’s work (bulletins, workspace, newsletters)
* Supports fundraising for WWF Adria program unit in accordance with WWF Adria conservation strategy (focusing on sturgeon’s priorities).

 **III. Scope of duties:**

* Implementation of the project LIFE FOR DANUBE STURGEONS (“Sustainable protection of lower Danube sturgeons by preventing and counteracting poaching and illegal wildlife trade”):
* Support the development and practical implementation of communication activities for the project;
* Writing/editing/translating communications materials: articles, interviews, news, presentations, different project publications;
* Responsible for planning and organizing communication/promotion/media events at local and national levelt;
* Lead and support the development of communications products, including gadgets, project web page and social media, on-site boards and other visibility items;
* Monitoring and evaluation of communications activities and achievements;
* Support the development and maintenance of media relations and partnerships for project and programme, with emphasis on media/journalists interested in environmental & wildlife crime topic;
* Promotes WWF Adria work through the main media channels: written, radio, TV, internet;
* Supports the development and maintenance of relations with PR and communications multipliers, including advertising/PR agencies, polling agencies, and advertising placement companies;
* Follows relevant events and potentially attends them in accordance with the project's needs;
* Regular reporting on communication goals together with the project team;
* Share good cases on natureforpeople.org (N4P) platform and with WWF network;
* Seek and use opportunities to continue, upscale and replicate relevant communication elements of the project “Sustainable protection of lower Danube sturgeons by preventing and counteracting poaching and illegal wildlife trade”.

**Skills:**

* Minimum: University degree in communications/journalism, humanities or related fields
* Basic knowledge of M&E systems at the programme level and programme administration (budgeting, administration procedures)
* Minimum 2 years of professional experience in journalism, public relations and related fields with knowledge of the nature conservation issues in Serbia
* Good oral and written Serbian/Croat/Bosnian/Montenegrin and advanced skills of oral and written English are required.
* Basic knowledge of the geography, societies, economies, politics and pertinent issues of conservation and development within the programme’s scope.

**Competencies:**

* Good teamwork skills
* Good interpersonal and organizational skills, including self-motivation and an ability to initiate actions and to follow through to satisfactory completion.
* A good level of computer literacy, especially word-processing, budget and spreadsheet preparation, database record systems, electronic mail.
* An ability to work under pressure and meet deadlines.
* Understanding and applying WWF social and environmental safeguards.

**Working relationships:**

**Internal** – Works closely with WWF Adria Wildlife Team in implementing project work-plan, and with other programs and office managers, policy officers, administration and interacts with WWF Adria staff at all levels.

**External** – Interacts with project and programme partners within the collaborative external context.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

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To apply for this position, please send your CV in English, a motivation letter and list of two references with contacts by e-mail titled **“Life for Danube Sturgeons Project officer (communications) vacancy application” to** **astefan@wwfadria.org** **by Oct 18th 2019 at noon**. Only candidates selected for interviews will be contacted.