



TRIAL
International

CALL FOR OPEN POSITION
TRIAL International Office in
Bosnia and Herzegovina

POSITION	Communications Officer
PLACE OF WORK	TRIAL International Office in Sarajevo
EMPLOYMENT RATE	(full time position, 100%)

JOB DESCRIPTION

As Communications Officer, the candidate will oversee the following tasks:

Editorial tasks

- Writing, editing and creating content for websites and social networks (Facebook, Instagram, LinkedIn, Twitter and YouTube);
- Coordinating production of publications (*editing, proofreading, design, printing and distribution*), as well as productions of various digital media content (*design, texts, translation, video/image editing and other digital media related production tasks*) in partnership with photographers, videographers, graphic designers etc.
- Translating various documents (legal and non-legal) relevant to the work of the organization.
- Perform other relevant tasks when necessary.

Media and public relations

- Writing, editing and distributing various communications content, including press releases, media statements, reports, analysis, interviews, speeches, presentations and other material that communicates TRIAL International's activities.
- Handling media enquiries, establishing and maintaining effective relationships with journalists, maintaining a media database, maintaining records of media coverage and collating analytics of social media.
- Maintaining correspondence with domestic and international institutions, non-governmental organizations, etc.
- Organizing conferences, workshops and other events.
- Presenting the work of the organization to various actors, at meetings and other events, inside and outside of the country.

Strategic planning

- Developing and implementing a communication strategy jointly with rest of the team to promote the activities of the organization.
- Assisting in the preparation of project proposals and strategic plans required for TRIAL International's work, in collaboration with other team members.

Research and analysis

- Conduct research and analysis in collaboration with the rest of the team on various issues of relevance to the work of TRIAL International / the BiH office.
- Maintaining various communication, legal and administrative databases.

CONDITIONS, QUALIFICATIONS AND WORK EXPERIENCE

- **Education:** BA in Social Sciences or other relevant subject (MA is an asset); basic knowledge of the human rights protection mechanisms, transitional justice and international criminal law will be considered as advantage.
- **Work experience:** A minimum of 2 years of professional experience relevant to the position, experience in work with NGO's will be considered as advantage.
- **Languages:** Native in one of the official languages in BiH and excellent command of English (oral and written).
- **Other:** Strong writing skills and demonstrated commitment and dedication to human rights.

We offer a good working conditions in the positive and dynamic surrounding that gives an opportunity for personal growth and additional development of work competences.

APPLICATION

If you are interested in this position, apply by **21th July 2024**, by sending necessary documents to the e-mail address: bh@trialinternational.org titled "Application for Communications Officer".

- Motivational letter.
- CV.
- A brief writing sample which demonstrates applicant's skills (article, academic paper, policy brief or memo, news article, blog post or web content).

Only complete applications will be reviewed, and only short-listed candidates will be contacted.

ABOUT THE ORGANIZATION

TRIAL International is a non-governmental organization fighting against impunity for international crimes and supporting victims in their search for justice. The organization provides legal aid, files cases, develops local capacities and advocates the human rights agenda.

For more information, visit TRIAL International website at: www.trial.ba and www.trialinternational.org, and FB page.