



ToR for Project Assistant & Communications/PR Officer

The Kosova Rehabilitation Centre for Torture Victims (KRCT) is a non-governmental organization dedicated to providing rehabilitation, legal aid, advocacy, and protection of human rights, with a special focus on survivors of war-related sexual violence and other forms of torture. In order to strengthen its executive management and external communication capacities, **KRCT is seeking to hire one individual for the combined position of Project Assistant and Communications/PR Officer.**

Duties and Responsibilities

- Provide full administrative and logistical support to the project.
- Manage Project's schedule of activities, meetings, travel arrangements, and official correspondence.
- Facilitate communication among Management Team, staff, and external stakeholders.
- Prepare and maintain documentation from meetings, including drafting and archiving minutes.
- Draft and proofread speeches, reports, and communication on behalf of the ED.
- Ensure confidentiality of sensitive organizational and beneficiary-related information.
- Accompany Project Manager to meetings or events when needed.
- And other duties as assigned by supervisor.
- Develop and implement activities' communication/PR strategies.
- Manage social media platforms, ensuring updated and engaging content.
- Draft press releases, articles, and communication materials for media and public outreach.
- Coordinate with media outlets and maintain relationships with journalists and partners.
- Prepare and supervise production of brochures, newsletters, videos, and other promotional materials.
- Organize public events, press conferences, and campaigns to increase visibility.
- Identify opportunities for partnerships, sponsorships, and communication initiatives.

Reporting

- Submit monthly reports on activities and outputs.
- Provide mission reports after external activities/events.
- Report on progress and impact of the communication strategy.

Skills/Qualifications

- University degree in **social sciences, communications, media, marketing, or other relevant field** (Master's degree considered an advantage).
- At least **3 years of relevant work experience** in administration, management, or public relations.
- Fluency in written and spoken **Albanian and English**.
- Excellent writing, presentation, and communication skills.
- Strong organizational and time management abilities, capacity to prioritize and meet deadlines.
- Proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint) and digital media tools.
- Experience in managing social media platforms and online content.
- Discretion in handling confidential information.
- Ability to work both independently and as part of a team.
- Creativity, initiative, and problem-solving skills.

What We Offer

- Dynamic and professional working environment.
- Opportunity to contribute to human rights and survivors' empowerment.
- Competitive remuneration based on KRCT's salary scale.

Application process

Applications have to be submitted via e-mail to: info@krct.org no later than **31st of October 2025**, indicating in subject line: **Project Assistant & PR Officer and surname of the applicant**.

Application needs to include:

- CV (max. 2 pages).
- Cover letter, indicating relevant skills for this assignment, including recent experience (max. 1 page).
- Two references/previous employers/supervisors who can comment on your ability to deliver on the assignment as described with ToRs.

Note: Incomplete proposals shall not be considered for further process. Proposals received after the exact time specified for receipts of offer shall be considered late and shall not be evaluated.

Only shortlisted candidates will be contacted.