**Communications Specialist**

**Compact Program Summary**

The Government of the Republic of Kosovo (the “Government” or “GoK”) and the Millennium Challenge Corporation (“MCC”), a United States government agency, signed a grant aimed at accelerating the country’s transition towards an energy future that is more sustainable, reliable and affordable. The GoK has ratified the Compact and has designated a new entity as an autonomous agency to exercise and perform the GoK’s rights and obligations to oversee, manage and implement the Compact Programs. This entity will be referred to as MCA-Kosovo.

The Compact program will be implemented within five years and consists of three projects 1) Energy Storage Project, 2) JETA Project, and 3) ACFD Project.

Millenium Challenge Account - Kosovo is recruiting for the position of **Communications Specialist.**

**Position Summary**

Under the direct supervision of the Communications Director, the Communications Specialist is responsible for supporting the development and implementation of MCA-Kosovo’s digital communications strategy, enhancing and strengthening MCA-Kosovo’s capacity to conceptualize, develop, and disseminate online communication strategies. The position is based in Pristina, Kosovo.

**Duties and Responsibilities**

1. Contribute to the visibility of the program through modern digital tools, including the development, management, and implementation of a communication strategy for social media networks.
2. Coordinate across teams to ensure social media toolkits, messaging, and resource guides are finalized for distribution, including external audiences.
3. Develop written, visual, and video content for various platforms (social media, blogs, websites, newsletters, etc.).
4. Write blog articles, captions, ad copy, and other forms of content.
5. Coordinate with senior management in the preparation of major public events, especially the preparation of speech writing and communication materials and tools.
6. Support the execution of the communications plan, including print and online, to ensure effective and efficient public communications.
7. Support the development and implementation of broad-based policies and plans to ensure significant public/community participation in program planning, monitoring and evaluation, in collaboration with the MCA Kosovo team.

**Required Knowledge and Skills**

* Bachelor’s degree in communications or related fields.
* Minimum five years of relevant experience in communications and social media management.
* Demonstrated experience in content creation and social media management.
* Demonstrated experience in messaging, blogs and newsletter writing, and distribution.
* Fluency in English and in another official language of Kosovo (Albanian or Serbian) is required. Proficiency in Albanian is preferred for candidates who speak Serbian, and vice versa.

**Preferred background and work experience:**

* Basic graphic design and video editing skills.
* Experience in public relations.
* Demonstrated strong interpersonal and situational awareness.

For more information on MCC and the Kosovo compact, please go to:

[**Kosovo Compact | Millennium Challenge Corporation (mcc.gov)**](https://www.mcc.gov/where-we-work/program/kosovo-compact)

[**Millennium Challenge Account (MCA) - Kosovo | mcakosovo.org**](https://mcakosovo.org/en)

**Application Procedure:**

*All interested applicants are required to complete the offline Application Form, which you can download through this*[***link***](https://kosovajob.com/admin/uploads/1754429267.docx)***.***

*Please send electronically the required completed Application Form, including an up-to-date resume to*[**HR@mcakosovo.org**](mailto:HR@mcakosovo.org)*no later than August 31, 2025 before 23:59 Kosovo time. Only completed application package will be accepted (resume and application form). The e-mail subject line must indicate the position title for which you are applying.*

*Kindly note that applications received after the deadline, submitted in different formats than the given Application Form or in languages other than English shall not be considered. Only those candidates who are selected to participate in the subsequent stages of recruitment will be contacted.*

*All MCA-Kosovo employees will be selected based on an open and competitive recruitment and selection process in accordance with the provisions of the Compact. In addition, the recruitment of all employees of MCA-Kosovo will be carried out in accordance with the principles and indications stipulated by the constitutional and legal provisions, including equal opportunity, merit, competency, transparency, and non-discrimination under all its forms.*