Communication and Visibility Expert

Strengthening Food Safety, Food Defence, and Fraud Measures in the South East and Eastern Europe (SEEE) Region

Expertise France leads Project 114, funded by the European Union under its Chemical, Biological, Radiological and Nuclear (CBRN) Centres of Excellence Initiative. The project helps partner country institutions strengthen food safety, food defence and food fraud prevention.

Support project-wide communication on P114 across the ten partner countries. The role focuses on EU visibility and sharing key results with national authorities, technical institutions and other relevant stakeholders.

Position One Non-Key Expert for the overall project.

Partner countries Albania, Armenia, Azerbaijan, Bosnia and Herzegovina, Georgia, Moldova, Montenegro, North Macedonia, Serbia and Ukraine.

Indicative input 70 working days over the project duration, scheduled around agreed milestones.

Main tasks and deliverables

- **Develop and maintain the Communication and Visibility Plan.** During inception, prepare the plan for submission to the relevant EU counterparts for validation. Define audiences, key messages, channels and priority outputs. Maintain an editorial calendar aligned with the project work plan.
- **Produce one project newsletter every six months.** Gather contributions from the project team and partner countries. Draft, edit and lay out each issue, covering key activities, results and upcoming milestones. Coordinate clearance and follow up on distribution to project stakeholders.
- **Produce materials for priority activities and results.** Prepare the project factsheet using the required template and update it for progress reporting. Draft articles and web or social media posts for selected national and regional activities, as well as press releases where required. Prepare scripts or briefs for short videos where audiovisual production is planned.
- **Coordinate review and publication.** Work with Expertise France and the Team Leader to verify content, consolidate comments and obtain the relevant clearances. Draft core content in English and coordinate French or national-language versions as required. Prepare final materials for publication in line with EU visibility requirements and the EU CBRN CoE visual identity.
- **Track publications and contribute to progress reports.** Maintain a record of materials published and their distribution. Use available audience data to inform the next reporting period and update the editorial calendar.

Candidate profile and application

Qualifications and experience

- Advanced degree in communications, journalism, international relations or a related field, or equivalent professional experience.
- Demonstrated experience in institutional communication for international cooperation, including plans and public-facing content. Familiarity with EU-funded project visibility requirements.
- Strong English drafting and editing skills. Experience communicating technical topics or working in the region is an asset.

Working arrangements

Agree priorities and deadlines with Expertise France and the Team Leader. Inputs will be scheduled around project milestones and publication deadlines. Follow the applicable review and approval process before public release.

Experts must declare any actual or potential conflicts of interest and handle non-public information confidentially.

How to apply

Submit a CV and a cover letter in English, Expertise France will assess applications against the stated criteria and record the selection. Appointment is subject to approval by the EU contracting authority before work begins.