

Vacancy Announcement

Communication Specialist

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GIZ Office Kazakhstan would like to announce a new vacant position in the capacity of Communication Specialist in the project "Trade Facilitation in Central Asia".

The project "Trade Facilitation in Central Asia" aims at simplifying procedures and processes of international trade in the Central Asian countries Kazakhstan, Kyrgyzstan, Tajikistan and Uzbekistan. The project collaborates closely with partner institutions in the area of economic development and trade, as well as customs authorities and other border control agencies. Working closely with business associations and companies is the key and principal element in the project's methodological approach.

Duty station: Astana, Kazakhstan

Application deadline: 05.10.2023

Responsibilities

- Planning, budgeting, implementing, and monitoring the implementation of communication activities together with the task team on PR and knowledge management
- Advising and supporting the project overall and its task teams to develop and publish communication and public relation products on the program, its achievements, best practices, lessons learned and events to increase visibility and outreach in line with the project's communication and visibility strategy as well as GIZ corporate communication guidelines and partner requirements
- Creating, co-creating, and publishing communication and public relation products through different information and media outlets (external: build and maintain a good network with media outlets and other; internal: maintain networks and websites, intranet, regular posts on social media, fact sheets and similar products)
- Updating oneself with corporate communication guidelines, rules and tools of GIZ and national partners and advise the team and key project stakeholders accordingly
- Preparation and implementation of project events with appropriate visibility and outreach (e.g. developing and coordinating press advisories and releases) and advising task teams and partners accordingly
- Supporting knowledge management and monitoring by collecting and monitoring project related news, best practices, technologies, publications, and events and by supporting the documentation of products in GIZs systems
- Elaborating terms of references, selecting and supervising contracted third parties in carrying out activities and evaluating their performance in the area of communication, public relations, events and knowledge management
- Developing and maintaining a good network with GIZ, local EU, German Embassy and key partner communication experts within Kazakhstan, in Central Asia and at Head Office as well as with media and news agencies. Contributing to the national and regional Central Asian communication efforts of GIZ.

Required qualifications, competences and experience

- University Degree in relevant field, e.g. public relations, journalism, communication
- At least 3 years' of professional working experience in a similar position, preferably in the field of development cooperation
- Thorough conceptual and practical understanding in the field of communication and public relations in the context of development corporation (corporate and outreach to achieve impact and behavioral change)

GIZ is a signatory of the Diversity Charter. Recognition, appreciation and inclusion of diversity in the company are important to us. All employees shall be valued - regardless of gender and gender identity, nationality, ethnic origin, religion or belief, disability, age or sexual orientation.

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- Proven editorial experience, experience in writing articles and press releases and social media communication (evidenced e.g., by work samples)
- Proven experience with event management and visibility
- A good understanding of knowledge management
- Networks and working experiences with media outlets and social media
- Ability to work independently and to take up responsibility for assigned project activities, without supervision
- Ability to work in and coordinate a multicultural team
- Accuracy, care for detail and comprehensive overview to research
- Flexibility to travel to the regions within the country and abroad
- Experience in working in international organizations, ideally in the field of Development Cooperation
- Experience with the topics of trade facilitation, green economy, climate change and gender would be an asset.

Further Knowledge

- Ability to express oneself well both verbally and in writing; polished, target-group oriented style
- Excellent command of MS-Office Suite
- Knowledge of DTP or graphics applications, Web-publishing
- Experience in working with academic research, think tanks
- Good working knowledge of modern telecommunication systems
- Team player with good communication and strategic skills.
- Fluency in English and Russian (spoken and written); German, Kazakh or other Central Asian languages would be an asset.

Interested candidates should send their motivation letter and CV (English) not later than 05.10.2023 to e-mail shiringul.karimova@giz.de.

Applications without a motivation letter will not be considered.

Only short-listed candidates will be invited to an interview.

The incumbent should be ready to start in October. The initial contract will be concluded until 31.12.2023 with the possibility of extension.