

NGO Support Centre Position Vacancy



Position: Project & Communication Officer (Full-time)

Location: Nicosia

1-year contract, with possibility for extension

The [NGO Support Centre](#) is an independent, non-governmental, non-profit organisation established in 1999 and dedicated to the development and strengthening of civil society in Cyprus. The organisation's vision is a dynamic, active and reactive civil society in Cyprus that participates in and advocates for democracy, dialogue and civic engagement. The NGO Support Centre's work focuses on empowering civil society organisations (CSOs) and promoting their sustainability by implementing capacity building activities and trainings for local CSOs, raising awareness about the role and impact of civil society, engaging in advocacy to protect civic space and promoting active citizenship and civic participation. In recent years, the NGO Support Centre has been establishing its role as intermediary between funding mechanisms and local civil society, applying its knowledge and experience to facilitate access to funding for local CSOs, through re-granting and fund operation programmes.

Responsibilities:

The Project & Communication Officer will be required to coordinate activities of current and upcoming projects, contributing to meeting the organisation's and projects' key objectives and deliverables. Also, the Project & Communication Officer will be responsible for managing the communications channels and the dissemination of project results. Specifically, the person will:

- Assist in the planning, implementation and monitoring of projects;
- Coordinate project activities, participate in and represent projects and the Centre in Cyprus and abroad;
- Maintain information systems to support the reporting process for projects, ensuring submission of timely and accurate financial and narrative reports;
- Develop and maintain information systems, such as records of activities, training/consultancy reports, materials database, contacts database, etc. for projects;
- Collate information necessary for monitoring and evaluation of projects, events and activities;
- Maintain regular communication with partners, donors and beneficiaries, ensuring that all relevant information and communication about projects and related aspects are passed on promptly;
- Research funding opportunities and support in drafting project proposals and budgets for EU and other programmes;
- Collaborate well with other staff members for the smooth implementation of activities and the daily operation of the Centre;

- Collaborate with the team to develop and implement effective communication strategies;
- Write, edit and disseminate content for the organisation's website, social media platforms, and other external communication channels (e.g. newsletters, publications, press releases, annual reports) to promote the Centre's projects and activities.
- Contribute to the development of own and others' skills and competences, including looking for and participating in local and international trainings and events.

Qualifications & Requirements:

Qualifications:

A First level University degree (Bachelor's degree or equivalent) in Communications, Social Sciences, Political Sciences, Public Relations, European Studies or a related field.

A Master's degree in a relevant field will be considered an advantage.

Essential Skills/ Experience:

- Minimum 3 years of experience in project communication, implementation and management in European and other programmes;
- Knowledge and experience of fundraising, ideally from the NGO/civil society sector;
- Excellent ability to manage own time effectively, in a multi-task environment;
- Capable of working under pressure and observing strict deadlines;
- Ability to adapt easily, work collaboratively as a team worker and take initiatives;
- Excellent communication skills, including high quality written communication, with strong attention to detail;
- Good understanding of current affairs, especially the role of the civil society sector;
- Good liaison skills and an ability to work with diplomacy and sensitivity;
- Experience of working in partnership, ideally gained within the civil society sector;
- Experience in facilitating meetings or workshops, training, NGO capacity-building or organisational development is an advantage.
- Excellent knowledge of the Greek and English language (oral and written);
- Excellent command of Microsoft Windows™ & Office Tools (Word™, Excel™, PowerPoint™, Outlook™)
- Demonstrated experience in managing social media platforms, websites, and online tools. Familiarity with graphic design and video editing tools is an advantage.

How to apply

To apply, please send your CV and a Cover Letter (max 500 words), clearly indicating your experience based on the Qualifications & Requirements description to info@ngo-sc.org, **by the 6th of December 2024, 18:00** with the subject line "**Vacancy: Project & Communication Officer**".

For more information about the position, you can contact the NGO Support Centre at info@ngo-sc.org / +357 22875099 (Mon-Fri, 9:00 - 17.00)

Only shortlisted candidates will be contacted and invited to an interview.

Starting date

The person is expected to start in January 2025.

The contract will have a duration of one (1) year with the possibility of extension. The first six (6) months are considered a probation period.