

# TAP - Job Title: Communications Specialist Albania

Requisition ID **1041** - Posted **07/11/2013** - **Tirana** - **External Affairs** - **Country Office Albania** - **Albania** - **Specialist** - **Regular** - **Full-Time**

The **Trans Adriatic Pipeline (TAP) AG** is a proposed pipeline project that aims to support Europe in its strategic goal of securing further gas supply. TAP's shareholding is comprised of BP (20%), SOCAR (20%), Statoil (20%), Fluxys (16%), Total (10%), E.ON (9%) and Axp0 (5%).

For TAP's Local Offices in Albania we are looking to engage a **Communications Specialist** to support the Country team

## **Main tasks and duties:**

### **Media Relations**

- Responsible for planning and execution of media relations activities to support TAP's engagement with local communities to ensure that the media is fully briefed and aware of all of TAP's messages in relation to the engagement at all times
- Act as the first point of contact and spokesperson with local media
- Build relationships primarily with local journalists along TAP's pipeline route in Albania
- Oversee media activities in cooperation with PR agency: ensure key media contacts are regularly updated about TAP's activities, research media opportunities, proactively develop media engagement plan
- Develop Key Messaging and Q&A for media relations in line with communications materials being developed by the contractors who are undertaking ESIA and Land Easement and Acquisition work
- Inform country teams and external affairs in HQ of emerging issues in the media and prepare and recommend relevant media response statements
- Arrange interviews with local media and check back quotes
- Organize events such as media conferences, conferences, signing ceremonies etc

### **Communications & Marketing**

- Work closely together with TAP contractor/subcontractors, Country Manager, Stakeholder Manager, CSR Manager and TAP communications in headquarters to inform and align on activities taking place in country.
- With the support of a PR agency, work closely with the Local LEA and ESIA teams to oversee and coordinate production, editing, content for all communications materials eg production of leaflets, presentations, Q&A, posters, information to local communities etc Ensure alignment of all materials being produced with TAP's Corporate Identity
- Ensure latest messaging is being used that reflects TAP's corporate and country position and ensure that all contractors and sub-contractors producing communications materials use the latest messaging
- Ensure TAP country office, contractors and sub-contractors are informed and follow TAP's communications guidelines when active in the field
- Proactively liaise with TAP communications in HQ and propose communications actions plans
- Produce and own country specific communications products for TAP HQ in Greece: websites, leaflets, presentations, films, animations, media releases, QandAs etc
- Responsible for populating the Country section of TAP's Intranet – drafting stories, news items relevant for the organisation, raising TAP Greece's profile across the internal organisation

## **Main requirements:**

- Degree in communications, public relations or journalism or other relevant qualification

- A skilled communications professional with at least 6-7 years relevant work experience - preferably gained in the energy sector - covering a broad range of communications disciplines including media relations, events, marketing, advertising and corporate identity
- Experience of managing and working closely together with PR agencies
- Strong media relations background
- Experience of corporate branding, and an eye for effective layout and style
- Proven expertise in managing and/or motivating, advising and supporting internal and external partners with the capacity to work with teams comprising of senior and subordinate staff as well as peers
- The candidate will possess excellent writing and editing skills as well as the ability to interpret complex and technical information
- Background and experience to apply strategic thinking
- Proven ability to analyse situations, identify potential communication issues and formulate solutions
- Strong organisational and multitasking a
- Bi-lingual Albanian and English
- Excellent understanding of Microsoft Office packages

To apply, please first open a candidate profile on our e-recruiting page and then use the online application form. Application sent by e-mail or in paper format cannot be considered.