

Terms of Reference (ToR)

Communication Manager – WP2 (D2.1 & D2.2)

This Terms of Reference defines the responsibilities, qualifications, and engagement conditions for the Communication Manager within Work Package 2 (WP2) of the REWASTE project. The position covers Deliverables D2.1 (Coordination of the Communication, Awareness and Dissemination Strategy) and D2.2 (Development and Management of Informational and Marketing Materials).

A total of 200 working hours is allocated for this position, with an indicative allocation of up to 100 hours for D2.1 and up to 100 hours for D2.2.

1. Background

WP2 focuses on the visibility, dissemination, communication, and awareness-raising activities of the REWASTE project. The Communication Manager plays a central role in ensuring that project messages are clearly communicated, materials are professionally developed, stakeholders are informed, and project visibility is maintained throughout the implementation period.

2. Objective of the Position

The objective of this position is to coordinate the overall communication and dissemination activities under WP2, ensure effective execution of the communication strategy, manage social media and visibility materials, and support project partners in meeting all communication requirements.

3. Responsibilities

- Coordinate the implementation of the project's Communication, Awareness and Dissemination Strategy (D2.1).
- Develop informational and marketing materials, including brochures, leaflets, posters, digital content, and visuals (D2.2).
- Manage social media presence and create engaging content for online platforms.
- Prepare visibility materials in compliance with EU and programme communication guidelines.
- Coordinate with project partners to collect information and ensure coherent communication outputs.
- Draft announcements, press releases, and event-related visibility materials.
- Support organisation and visibility components of awareness events.
- Assist in reporting and documentation of communication activities.

- Maintain communication records, media files, and dissemination outputs.
- Submit accurate monthly timesheets and deliverable-related documentation.

4. Deliverables

- Updated and executed Communication & Dissemination Strategy (D2.1).
- Informational and promotional materials (digital and print) (D2.2).
- Social media content and engagement report.
- Event visibility packages (banners, announcements, materials).
- Documentation and reporting on WP2 activities.
- Approved monthly timesheets.

5. Required Profile

- National of North Macedonia.
- University degree in languages, communication, social sciences, humanities, or related fields.
- Minimum 2 years of experience in communication, visibility, content development, project communication or coordination.
- Experience working with donor-funded or EU-funded projects is considered an advantage.
- Strong writing, editing, and communication skills.
- Ability to coordinate communication flows among project partners.
- Strong organisational and multitasking skills.

6. Time Allocation

- Total workload: up to 200 working hours, distributed as follows:
- Deliverable D2.1 – Communication Strategy Coordination: up to 100 hours
- Deliverable D2.2 – Informational and Marketing Material Development: up to 100 hours
- Duration: up to 24 months, according to project needs and approved timesheets

(The financial terms of the engagement shall be defined in the contract)

7. Required Documents

Applicants applying for this position shall submit the following documents:

- **Curriculum Vitae (CV)**

- **Notice Letter / Declaration of Interest**, clearly indicating the position applied for (**Communication Manager (WP2 / D1.2&D2.2)**)