



**International project  
Belarus Beehive “Supporting civil society as a key driver of democratic transformation of  
Belarus”**

**announces additional call for services**

**Terms of Reference**

**Position Title:** Project Advocacy and Communication Officer

**Location:** Lithuania or Poland (remote)

**Duration:** 17 months

**Workload:** 100%

**Budget (remuneration):** 2500 euro - 2900 euro (gross amount) depending on qualifications

**Starting date:** February, 1, 2025

**Description of the position:**

The Advocacy and Communication Officer coordinates and implements the project's advocacy activities and ensures the positioning of the Beehive project and communication with target groups and stakeholders.

**Key responsibilities**

- develops and implements the Belarus Beehive’s communication strategy and communication plan including public communication on project’s grant competitions and project’s results for a wide audience, semi-public and direct communication with CSOs, their coalitions and networks, as well as donor and implementing organizations, political actors and private sponsors on issues related to of informing about the activities, goals and results of the project Coordinates the development and implementation of advocacy strategy and advocacy plan including organization of participatory processes to develop program documents across various thematic sectors for advocacy purposes and facilitation of participation of Belarus civil society representatives in international events;
- develops and updates database of Belarus Beehive stakeholders and target groups;

Belarus Beehive  
vacancies for the staff positions  
06-01-2026

- maintains a dynamic advocacy event calendar by identifying goals, selecting key events, engaging stakeholders, and regularly updating to align with advocacy objectives;
- publishes/updates the Belarus Beehive calls for proposals, co-organising information sessions for the target groups;
- coordinates Belarus Beehive's communication with EU representatives, relevant stakeholders and civil society;
- informs stakeholders (including donors) and target groups about Belarus Beehive activities and results: on the Belarus Beehive web-page, in media and social media (where relevant), through special info-sessions/presentations. Develops annual public reports about Belarus Beehive;
- drafts statements, policy papers and briefing documents, advocacy letters and presentations to support advocacy activities;
- monitors information field and collects references to Belarus Beehive project;
- assists in taking notes in BY-ENG-RU.

#### Required Skills and Experience

- University degree (Master) in communication, journalism or equivalent
- Excellent organizational and facilitation skills
- At least three-year work experience in public relations in non-profit sector
- Fluent English and Belarusian
- Excellent computer skills, very good command of MS Office and Social Media tools
- Knowledge of data security challenges and tools
- Knowledge of the civil society in Belarus and in exile, and its challenges
- Knowledge of Communication & Visibility Manual for EU External Action as an asset

#### Application procedure

If you are interested in the role, please send your CV and motivation letter (in English) to e-mail: [hr.beehive@proton.me](mailto:hr.beehive@proton.me) with the reference: "Project Advocacy and Communication Officer".

All applicants whether EU or non-EU citizens, are considered equally.

Please include the contact details of two references that will be available to provide information about your professional experience in case you are shortlisted for an interview. Only short-listed candidates will be contacted and invited for an interview.

Deadline for applications: on a rolling basis – 31 January 2025 as final deadline. Applications will be reviewed on a rolling basis, so we strongly advise you to submit your application as soon as possible.