



WORLD HEALTH ORGANIZATION • ORGANISATION MONDIALE DE LA SANTÉ

The mission of WHO is the attainment by all peoples of the highest possible level of health

Vacancy Notice No.: VN/CHN/2024/001

Date: 19 January 2024

Title: Communications Associate

Deadline for applications: 2 February 2024

Contract Type: Service contract

Duty Station: Beijing, China

Duration: 6 months with possibility of extension

Planned start date: 1 March 2024

DESCRIPTION OF DUTIES:

Under the supervision of the WHO Country Office Head, the consultant will be assigned to support the WHO's work with the following terms of reference:

- a) Update daily Chinese media monitoring to collect health-related news;
- b) Collect hot topics and trending discussions regarding defined topics e.g. COVID-19 on social media and online platforms;
- c) Support managing the Country Office's website and social media presences (Weibo, WeChat, Douyin, Baidu etc), including planned extension to new platforms;
- d) Support the Country Office in communication with current media partners and undertake outreach to potential media partners as required;
- e) Assist with media interviews;
- f) Support WCO technical staff in planning and delivering campaign materials including but not limited to videos, infographics, photos, posters, and banners, and providing technical and effectiveness analysis of progress and final products;
- g) Provide other assistance to the Country Office team when needs arise.

QUALIFICATION REQUIRED:

Education:

BA in communications, public health or a relevant field

Experience:

Experience in communications or communications consulting, or working as part of public health teams on communications; experience working with UN preferred

Skills / Technical skills and knowledge:

Working knowledge of communications for media, social media and web; preference is given for agility in the use of basic graphic design or video editing software

Language requirements:

English – Strong conversational and written English skills

Mandarin – Native fluency

Consultancy Rate

Subject to experience, minimum pay of CNY13000 per month

IMPORTANT INSTRUCTIONS:

Note: This vacancy is open to Chinese nationals only (Chinese passport holders).

Applicants are advised to send their applications by email to wpchnwr@who.int quoting [\(VN/CHN/2024/001\)](#).

Applicants should submit the completed Personal History Form (PHF) of their relevant experience and other qualifications and give reasons for being suitable of the post. A personal History Form and detailed vacancy notice can be downloaded from www.wpro.who.int/china

This vacancy is open to applicants of EITHER SEX. Applications from WOMEN are encouraged. We regret that due to the large volume of applications normally received, applications can not be acknowledged individually.

The WHO is committed to achieving gender parity in its staff. Women, and persons with disabilities are strongly encouraged to apply.

WHO has zero tolerance towards sexual exploitation and abuse (SEA), Sexual harassment, and other types of abusive conduct. All members of the WHO workforce have a role to play in promoting a safe and respectful workplace and should report to WHO any actual or suspected cases of SEA, sexual harassment, and other types of abusive conduct. To ensure that individuals with a substantiated history of SEA, sexual harassment, or other types of abusive conduct are not hired by the Organization, WHO will conduct a background verification of final candidates.

WHO has a smoke-free environment and does not recruit smokers or users of any form of tobacco.
