NPO (Senior Communication and Media Relations) - (2000848)

Grade: NO-C
Contractual Arrangement: Fixed-term appointment
Contract duration: Two years
Posting Date: Mar 25, 2020, 4:19:31 PM
Closing Date: Apr 15, 2020, 3:29:00 AM
Primary Location: India-New Delhi
Organization: SE_IND WR Office, India
Schedule: Full-time

IMPORTANT NOTICE: Please note that the deadline for receipt of applications indicated above reflects your personal device's system settings.

OBJECTIVES OF THE PROGRAMME

WHO's mandate revolves around six core functions: (i) providing leadership on global health matters; (ii) shaping the health research agenda; (iii) setting norms and standards; (iv) articulating evidence-based policy options; (v) providing technical support to countries; and (vi) monitoring and assessing health trends.

WHO - SEAR is made up of 11 countries, with over 1.9 billion people, including India's population of 1.3 billion. The diversity of people and health situations requires, on the demand side, a solid understanding of the emerging socio-economic, epidemiologic and demographic patterns and trends at both the aggregate as well as national and sub-national levels, with due sensitivity to disadvantaged populations and vulnerable segments of the society. On the supply side, it is equally crucial to have a solid understanding of the commonalities and divergences of the health systems, the circumstances and political economy under which they have evolved and operate.


DESCRIPTION OF DUTIES

Under the overall guidance of the WHO Representative to India and the direct supervision of Deputy WHO Representative to India, with a view to achieve the expected results set out in the relevant WCO-India biennial workplans in accordance with WHO's Country Cooperation Strategy with India, as part of the WCO-India team working on health systems, the incumbent will have the following responsibilities:

(A) Managing Public Information Assignments

1. Conceptualizing, designing and implementing WCO's communication strategies (including the dissemination of public information), ensuring that the latter support the Country office's programs and objectives;

2. Advising on the country-wide planning, implementation and evaluation of the organization's policy and strategies in the field of public information and education for health;

3. Maintaining contact with mass media, other UN Information Officers, Governmental organizations and Non-governmental organizations, with the aim to encourage the production and dissemination of information relevant to the implementation of national health strategies;

4. Planning, drafting and preparing press releases, feature articles and fact sheets in consultation with the technical teams. Also assisting with the preparation of other written materials directed at the media, organizing the preparation of pamphlets, booklets and articles of national, regional and global health activities and problems in cooperation with WHO technical staff and national specialists;

5. Ensuring production of quality communication materials such as print, electronic materials and website updates by soliciting information from sources within and outside WCO India. Also, providing consulting inputs on their design and layout;

6. Briefing visitors on WHO public information policies, strategies and activities and keeping WCO India staff informed of news items concerning WHO and related matters;

7. Supporting the documentation of success stories, case studies and best practices, as required: (a) Contributing to the development of IEC/BCC material for use at multiple levels, including grass root level; (b) Supporting the generation and/or maintenance of research and specialized information at the request of WR and direct reports, to support programs; (c) Communicating brand guidelines to employees and partners.

(B) Other Important Responsibility Areas:

1. Supporting the overall management of WCO India's website, coordinating with web team for regular/ timely updates and reviewing website content;
2. Developing and coordinating communication training for WCO India staff. (C) Media Activities
   (1) Organizing and moderating press/ technical briefings for the media and coordinating between media and WHO experts to ensure timely, efficient provision of information to the press, participating in WHO India health-related conferences, strengthening capacity to assist media representatives and answering their queries. Also, maintaining and improving contacts with journalists and media in order to stimulate their interest in health problems in general and WHO India activities in particular; and organizing orientation sessions for the media and media skills training programmes for the technical staff and country professionals; (2) Facilitate networking and providing support for advocacy and profile-building activities of WCO - India;

3. Coverage of WCO India activities and meetings, and acting as press officer for major policy events such as World Health Day as well as other national meetings involving WHO;

4. Liaising with donors. MoH&FW/GOI, HQ and other UN agencies for information inputs. Building and maintaining media relations and providing support for media relations to WR for this purpose;

5. Maintaining, updating and using the WCO India website homepage, as an essential tool of communication with general public and media during emergencies;

6. Perform any other tasks as required by the supervisors.

REQUIRED QUALIFICATIONS

Education

Essential: University degree in Arts/Journalism/Communication/Social Sciences or relevant fields.
Desirable: Postgraduate degree (Master’s) in Public Health and/or a postgraduate in any of the essential education qualifications listed; or other related field relevant to the position.

Experience

Essential: Five years of experience in the field of communications, including experience in networking and liaison-building activities with national and international organizations or other relevant experience.
Desirable: Experience of work in UN and/or other international organizations.

Skills

The incumbent should identify with the core values of the World Health Organization. Thorough knowledge of Mass Communication. Good understanding of country’s needs and priorities, of issues and policies related to Media. Very good knowledge of WHO policies, programmes and guidelines in the related areas. Knowledge of the administrative functioning of government institutions and related departments/agencies, and of the other partners in India would be an asset. Very good ability to build and maintain relations and network with national authorities and other stakeholders across relevant sectors. Understanding of the potential motivating factors within national context and ability to adjust to new approaches in an increasingly complex environment. Modern management skills (planning and evaluation, etc.). Capacity to convey information and options in a structured and credible way; ability to speak and write clearly. Proficiency in computer applications and ability to draft reports. Knowledge of WHO /UN agencies programmes and practices will be an advantage.

WHO Competencies

- Teamwork
- Respecting and promoting individual and cultural differences
- Communication
- Ensuring the effective use of resources
- Building and promoting partnerships across the organization and beyond
- Creating an empowering and motivating environment

Use of Language Skills

Essential: Expert knowledge of English.

REMUNERATION

Remuneration comprises an annual base salary starting at INR 3,025,907 (subject to mandatory deductions for pension contributions and health insurance, as applicable) and 30 days of annual leave.

ADDITIONAL INFORMATION

- This vacancy notice may be used to fill other similar positions at the same grade level
- Only candidates under serious consideration will be contacted.
- A written test may be used as a form of screening.
- In the event that your candidature is retained for an interview, you will be required to provide, in advance, a scanned copy of the degree(s)/diploma(s)/certificate(s) required for this position. WHO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU)/United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed through the link: http://www.whed.net/. Some professional certificates may not appear in the WHED and will require individual review.
- Any appointment/extension of appointment is subject to WHO Staff Regulations, Staff Rules and Manual.
- Staff members in other duty stations are encouraged to apply.
- For information on WHO’s operations please visit: http://www.who.int.
- WHO is committed to workforce diversity.
WHO's workforce adheres to the WHO Values Charter and is committed to put the WHO Values into practice.

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

This is a National Professional Officer position. Therefore, only applications from nationals of the country where the duty station is located will be accepted. Applicants who are not nationals of this country will not be considered.