



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/2022/COMMS/004

Date: 04 March 2022

Title: COVID-19 Media Specialist

Deadline for applications: 14 March 2022

Contract Type: Consultant

Duty Station: Beijing, China

Duration: 01 May – 31 December 2022

Planned start date: 01 May 2022

DESCRIPTION OF DUTIES:

WHO China Office is seeking to engage a COVID-19 Media Specialist as a consultant in a temporary position starting May 2022 to provide support for website management, media analysis and liaison, and communications coordination with the UN in China. Specifically, he/she will support:

- Media Engagement. Provide temporary support to the communications and external relations functions of the WHO Representative's Office in China by facilitating prompt responses to all media inquiries or media engagements in WHO China, particularly in response to the COVID-19 pandemic.
- Media Analysis and Reports. Undertake media reporting and analysis in support of office risk communications, particularly helping to conduct analysis and social listening of primary concerns among the public.
- Website updates. Undertake office web-updates as needed.
- Meeting Organization and Communications Coordination. Support coordination with other UN agencies in China on joint activities.
- Contract Management. Provide administrative and financial contract support.
- Other duties as required.

Qualifications required:

- University degree in communications, public health or relevant field

Experience required:

- 5 years of experience in communications or media engagement, or working as part of public health teams on communications and media engagement; experience working with WHO country offices or on COVID-19 response preferred

Skills / Technical skills and knowledge:

- Native English fluency and writing ability
- Working knowledge of communications for social media and web; preference given for agility in use of basic web editing software (Sitefinity)

Language requirements:

- English – Native/near native fluency
- Mandarin – Native/near native fluency

Applications should be transmitted in email message quoting vacancy notice number (VN/CHN/2022/COMMS/004).

Applicants should submit a completed Personal History Form (PHF) 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 or <http://weibo.com/whoinchina>

Applicants are advised to send their applications by email to wpchnwr@who.int

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

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