Vacancy notice

Communications Consultant

The WHO Department of Reproductive Health and Research (RHR) seeks an experienced Communications Officer. Reporting to the technical officer responsible for communications in RHR, the consultant will facilitate the day to day communications work of the department. The consultant will be responsible for producing specific departmental information materials for diverse audiences and across varied platforms. The consultancy requires a high level of judgement, integrity, and accuracy.

This position is based in Geneva, Switzerland and will be commensurate with experience.

Please submit (i) a letter of motivation, and (ii) your curriculum vitae to hamillc@who.int, indicating “Communications Consultant” in the subject line. All applications received will be acknowledged. Closing date for applications is 12 August 08:00 CET.

Terms of reference

Organizational Background

The Department of Reproductive Health and Research (RHR) works to enable people to protect their own health as it relates to sexuality and reproduction and to receive quality health care in matters related to sexual and reproductive health. To achieve this, the Department advocates and promotes sound public health strategies, sets norms and standards, engages in technical cooperation activities, and supports research. RHR's overall strategic framework is provided by the WHO Global Reproductive Health Strategy approved by the 57th World Health Assembly in 2004. More information about RHR can be found at http://www.who.int/reproductive-health.

RHR includes the UNDP/UNFPA/UNICEF/WHO/World Bank Special Programme of Research, Development and Research Training in Human Reproduction (HRP). HRP is the main instrument within the United Nations system for promoting, conducting, evaluating and coordinating interdisciplinary research on sexual and reproductive health; for collaborating with countries in enhancing national capacities to conduct this research; for promoting and facilitating the use of research results in policy-making and planning for sexual and reproductive health care; and for the setting of standards and guidelines, including technical and ethical guidelines, in the field of sexual and reproductive health research. More information about HRP can be found at http://www.who.int/reproductive-health/hrp.

Summary of duties:

Under the guidance of the RHR Communications Officer, the Consultant will be responsible for:

1. Development of a minimum of 2 HRP newsletters
2. Writing of web stories promoting HRP journal and corporate publications
3. Preparation of daily social media messages and internal emails for WHO staff relevant to the work and outputs of RHR
4. Preparation of communications plan and related information materials for the launch of the updated maternal mortality estimates to be presented at UNGA on 19 September
5. Development of a proposal for communications activities for the International days on contraception, sexual health, sepsis and safe abortion as well as he Day of the Girl Child
6. Assisting with responses to media enquiries
7. Contributing to presentations, speeches and other documents as necessary.
The individual will work as a part of a team of experienced and talented staff working in support of RHR’s communication strategy.

**WHO Competencies**

1. Producing results
2. Communications

**Essential knowledge and skill**

1. Faultless written English. Superior writing, editing and oral communications skills, with accuracy and attention to details. French knowledge an advantage.
2. A demonstrated ability to understand and convey complex and sensitive matters related to sexual and reproductive health and rights in a clear and understandable style appropriate for non-scientific audiences.
3. Strong planning and organizational skills, demonstrated ability to manage competing priorities and deliver high-quality products under tight deadlines.
4. Ability to establish and maintain good working relations with colleagues, with senior WHO staff and with the international constituency with which HRP relates.
5. Tact and sensitivity in dealing with sensitive topics.

**Essential educational qualifications**

University degree in communications, public health, or a related field.

**Desirable educational qualifications**

Qualifications in a field relating to sexual and reproductive health and rights.

**Essential relevant experience**

At least 5 years of experience combining:

1. Proven competencies in writing and/or editing of scientific content so that it is appropriate for non-scientific audiences.
2. Experience with social media
3. Experience in dealing with press and media.

**Desirable experience**

Experience in the field of sexual and reproductive health and rights

**Language Skills**

Essential: Excellent knowledge English. Other UN language desirable

**Other Skills**

Skills required: Experience managing Twitter.

Experience with Mail Chimp and Adobe suite desirable.