WHO China (WCO) is working with national counterparts to deliver high impact events and campaigns to promote Healthy Cities and to reduce the burden of disease as a result of environmental pollution in China. To complete this, WCO seeks a project / campaign manager to work in support of the WHO lead technical staff to deliver the above events.

The project / campaign manager will be responsible for the following:

1. Support WCO staff in the design, planning and execution of the Healthy Cities pilots, including identification and contracting for international advisory services of Healthy Cities experts, in line with WHO policies and procedures;
2. Support WHO staff in the management and delivery of the above listed events;
3. Supporting WCO in developing a communications campaign for the Healthy Cities platform, based on a clear key message and is reaching the appropriate audience;
4. Undertake outreach to traditional media as required in support of either pilot activities or the Healthy Cities international forum, including media invitations, media reception, press conference coordination and drafting responses to media inquiries;
5. Manage activity costs in line with budgets provided; and
6. Draft written products to support program implementation at native or near-native English fluency, including op-eds, talking points, remarks, blog posts, media releases, and technical documents as required.
7. Build an inventory of Healthy City key knowledge products, and support development of localised guidelines and good practice.

QUALIFICATION REQUIRED:

Functional Skills and Knowledge:

Native/near native English fluency and writing ability;
Skilled with software tools common in workplaces;
Proactive, and capable of effective communication and teamwork;
Responsible, patient, and excellent at communication and coordination.

Education
Bachelor’s or higher degree in communications or relevant field.
Experience

• Ability to manage program implementation workplans on deadline and on budget
• Ability to draft with minimal guidance appropriate written products, including media release, op-ed, talking points, speeches, social media content, etc
• Strong communication skills
• Team working
• An interest in public health

Language

Fluent written and oral English and Chinese.

Salary

Monthly salary is CNY15,000 (exclusive of tax). In addition to the salary, WHO offers medical insurance coverage and annual leave entitlements.

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IMPORTANT INSTRUCTIONS:

Note: This vacancy is open to all nationals.

Applications should be transmitted in email message quoting vacancy notice number (VN/CHN/2017/002).

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 can not be acknowledged individually.

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