Vacancy Notice No.: VN/CHN/2018/003   Date: 20 March 2018
Title: Campaign Manager (Road Safety)   Deadline for applications: 3 April 2018
Contract Type: Service Contract   Duty Station: Beijing, China
Duration: Apr - Dec 2018 with possibility of extension   Planned start date: 23 April 2018

DESCRIPTION OF DUTIES:

WHO China Office (WCO) is working with national counterparties to deliver high impact events and campaigns to make road transportation safe and promote active safe transportation as way of maintaining health. To complete this, WCO seeks a campaign manager to work in support of the WHO lead technical staff to deliver the above events. The position will start from April till end 2018 with possibility of extension.

The campaign manager will be responsible for the following;

1. Support WCO technical staff in designing, planning and execution of communications campaigns for the Road Safety program, including crafting of clear key messages appropriate to the target audience, liaison with partners and stakeholders, management of contractors, and management and delivery of any related offline events;
2. Support WCO staff in managing the road safety communications campaigns;
3. Support WCO staff in managing the Road Safety Media Fellowship programme;
4. 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;
5. Undertake outreach to traditional media as required in support of Road Safety Programme, including media invitations, media reception, press conference coordination and drafting responses to media inquiries;
6. Build an inventory of Road Safety key knowledge products, and support development of good practice;
7. Other duties as and when required.

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 (net of tax). In addition to the salary, WHO offers medical insurance coverage and annual leave entitlements.

IMPORTANT INSTRUCTIONS:

Note: This vacancy is open to all nationals.

Applications should be transmitted in email message quoting vacancy notice number (VN/CHN/2018/003).

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.

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