



VACANCY NOTICE

The Mission of WHO is the attainment by all peoples of the highest possible level of health

Vacancy Notice No: WCO-SRL-2021/03

Date: 29 March 2021

Title: Visual Designer

Deadline for application: 9 April 2021

Contract type: Special Services Agreement

Grade: SB3 – PEG 4

Duration of contract: 08 months with possible extensions

Organization unit: Country Office for Sri Lanka

Introduction:

The World Health Organization is the United Nations Specialized agency for health established on 7 April 1948. WHO was one of the first United Nations agencies in Sri Lanka (1952) and over sixty years on, WHO remains a steadfast intergovernmental organization committed to supporting the people of the country to attain the highest level of health through the strengthening of the health system on the principles of equity, fairness and responsiveness with emphasis on the poor and marginalized.

Our goal

"To support the people of the country to attain the highest level of health through strengthening of the health system on the principles of equity, fairness and responsiveness with emphasis on the poor and marginalized."

Our Core Functions

- Providing leadership on matters critical to health and engaging in partnerships where joint action is needed
- Shaping the research agenda and stimulating the generation, translation and dissemination of valuable knowledge
- Setting norms and standards, and promoting and monitoring their implementation
- Articulating ethical and evidence-based policy options
- Providing technical support, catalyzing change, and building sustainable institutional capacity
- Monitoring the health situation and assessing health trends

Objectives of the Consultancy:

Communicating crucial health information to the public is a key tenant of WHO's work. This requires the conceptualization, production, and dissemination of high-quality communications materials in a variety of forms, including graphics, animation, audio, and videos.

WHO Sri Lanka is seeking an individual to produce high-quality communication materials for WHO Sri Lanka and our partners. The successful candidate will develop and produce communication materials, cover WHO Sri Lanka events, and contribute to other communications work.

Job Description:

Under the guidance of the Public Health Administrator and day-to-day supervision of the NPO - Communications, the SSA will:

- Produce creative content in line with pre-agreed upon expectations. Most content will be produced tri-lingual; however, translation staff will provide translations. Content includes but is not limited to:
 - Filmmaking, including the development of scripts / storyboards, coordination with relevant stakeholders, set-up, filming, and editing.
 - Photography, including set-up, editing, watermarking, etc.
 - Graphics / infographics, including content creation, design, and production
 - Layout / formatting reports
 - Development of audio scripts and recordings
 - Animations, including content, design, and production
 - Animated gifs, including content, design, and production
 - Creative stories, articles, etc.
- Accommodate revisions to creative products, as needed, until a final product is agreed to.
- Cover events as needed, including
 - Attending events and taking minutes/notes
 - Taking photos, videos, interviews, etc.
- Advocate for and support innovative ideas (e.g., chatbots, online games to reinforce public health measures, etc.)
- Provide content dissemination strategy and disseminate content, including posting to social media and messaging apps, as needed.
- Monitor online engagement and suggest strategies to improve digital platforms.
- Support the logistics, coordination, and archiving work of the communications team.
- Coordinate with translation staff, NPOs, and other stakeholders as needed.
- Any other related tasks as may be required or assigned by the supervisor.

Deliverables

1. Inventory and catalogue of content produced, including descriptions and an organized cache of developed animations, videos, photographs, etc.
2. Notes and minutes from events covered
3. Briefs on creative products undertaken, including details on required resources, outcomes, etc.
4. Catalogue of social media posts with descriptions (reach, language, etc.)
5. Final technical report as per WHO requirements

Recruitment Profile:

Education:

Essential

- A university degree in design, photography, videography, or another related field;
- or a diploma in a relevant field (e.g., animation, photography, design, etc.)

Experience:

Essential

- At least 3-5 years work experience in visual design, including videography and photography; and
- at least 3-5 years work experience with animations.

Desirable

- Experience managing social media platforms.
- Experience developing content and scripts.
- Knowledge of global health and national health development issues.
- Familiarity with WHO processes and experience with international agencies.

Language Skills:

- Excellent written and spoken English, fluency in Sinhala and/or Tamil.

Competencies:

- Teamwork
- Communicating in a credible and effective way
- Moving forward in a changing environment
- Producing results
- Respecting individual and cultural differences

Annual Salary & others Benefits:

Annual Salary

- Annual salary will be based on UN Service Contract salary pay band (SB 3 – PEG 4)

Others Benefits

WHO Offers locally competitive packages such as:

- Health Insurance; Accident and illness insurance;
- Annual Leave (30 days per year)
- Sick leave (7 days per year);
- WHO Holidays

Special Requirement

- Availability to start work in two weeks from selection

NOTE:

- 1) Qualified Candidates will be evaluated and interviewed.
- 2) Applicants should send a brief **Resume** of their relevant experience, explaining reasons for being suitable of the activity, together with duly completed **Personal History Form (PHF)** and **scanned copies of educational certificates**.
- 3) Please send your applications only via email to: ragelk@who.int
- 4) We regret that due to large volume of applications normally received, applications cannot be acknowledged individually.
- 5) This vacancy is open to all Sri Lankan Nationals (all genders). **Qualified female candidates are encouraged to apply**

."WHO is committed to workforce diversity". "Any attempt to unduly influence WHO's selection process will lead to automatic disqualification of the applicant."



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


Dr Olivia Corazon Nieveras
Public Health Administrator

29 March 2021

SC/kr.



Attach recent photograph here	<p style="text-align: center;">IMPORTANT</p> <p style="text-align: center;">Please answer each question completely. Type or print in dark ink. All relevant information should be included on this form, but if necessary additional pages of similar size may be attached. You may be requested to supply documentary evidence supporting the statements below. Do not attach any such documents now.</p> <p style="text-align: center;">If your qualifications meet the Organization's needs, this form will be retained in our active files for two years. Please keep us advised of any changes in address during this period.</p>	Do not write in this space Date received:
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1 Family name (surname)	First/other names	Title	Sex	Maiden name if any	
Present nationality	Date of birth:	Day	Month	Year	Place and country of birth
Has your nationality ever been changed or is it in the process of being changed?	<input type="checkbox"/> No <input type="checkbox"/> Yes (explain)				
Address to which correspondence should be sent			Telephone/Mobile		
			Fax		
			e:Mail		

2 For what type(s) of work do you wish to be considered?	If you apply for a vacancy announcement state no. or reference
Check period(s) of employment you would accept	<input type="checkbox"/> Fixed-term (one year or more) <input type="checkbox"/> Temporary (less than one year)
Employment by an international Organization may require assignment and travel to any area. If you have any disabilities or reservations which may restrict your activities in this respect, give details. Employment is subject to medical examination.	

3 EDUCATION Give full details in chronological order. Give the exact name of the institution and title of degrees/certificates in the original language. Exclude primary/secondary school if you have a university degree or equivalent. Include courses and postgraduate studies in your professional or related field and all training and qualifications in teaching/learning methodology.				
From Month/year	To Month/year	Institution (name, place)	Certificates, degrees obtained	Main field(s) or subject(s) of study

4 LANGUAGE AND COMPUTER SKILLS					
Mother tongue:		For languages other than mother tongue , enter appropriate number from code below to indicate level of your language knowledge.			
CODE	Languages	Read	Write	Speak	Understand
1 Limited conversation, reading of newspapers, routine correspondence.					
2 Engage freely in discussions, read and write more difficult material.					
3 Speak, read and write (nearly) as in mother tongue.					
List computer skills	For clerical positions only: Indicate speed in word per minute				
	English		French	Other languages	
	Typing				
	Shorthand				

5 EMPLOYMENT RECORD Starting with your present or most recent post, list in reverse order positions held.
Attach additional pages if necessary.

PRESENT OR MOST RECENT EMPLOYMENT

5.1 Period (Month/Year)		Total annual professional income		Exact title of your post/duty station
From	To	Starting	Most recent	

Give details of substantial allowances or fringe benefits (if any)	Number and type of employees supervised by you, if any
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Name and address of employer	Name and title of supervisor
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Reason for wishing to change employment

Description of your duties and responsibilities

Have you any objections to our making inquiries of your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you now in Government employ? <input type="checkbox"/> Yes <input type="checkbox"/> No
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If you are offered an appointment, how soon thereafter can you report for duty?

5.2 Period (Month/Year)		Total annual professional income		Exact title of your post/duty station Secretary/Colombo, Sri Lanka
From	To	Starting	Final	

Give details of substantial allowances or fringe benefits (if any)	Number and type of employees supervised by you, if any
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Name and address of employer	Name and title of supervisor
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Reason for leaving

Description of your duties and responsibilities

5.3 Period		Exact title of your post/duty station	Number and type of employees supervised by you, if any
From	To		
Name and address of employer		Name and title of supervisor	
Reason for leaving			
Description of your duties and responsibilities			

5.4 Period		Exact title of your post/duty station.	Number and type of employees supervised by you, if any
From	To		
Name and address of employer		Name and title of supervisor	
Reason for leaving			
Description of your duties and responsibilities			

5.5 Period		Exact title of your post/duty station	Number and type of employees supervised by you, if any
From	To		
Name and address of employer		Name and title of supervisor	
Reason for leaving			
Description of your duties and responsibilities			

6 Length of stay at present place of residence	in country	Marital status <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Single <input type="checkbox"/> Widow(er) <input type="checkbox"/> Separated		
	in city			

7 Give names of spouse and any dependants					
Name	Date of birth	Relationship	Name	Date of birth	Relationship

Give details of any near relatives who are employed by WHO or other international organizations.		
Name	Relationship	International Organization

8 If you have ever been found guilty of the violation of any law (except minor traffic violations) give full particulars	
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9 REFERENCES	List three persons not related to you who are familiar with your character and qualifications. Do not repeat names of supervisors listed under "Employment record".	
Name	Full address (telephone, fax, e:Mail if known)	Occupation, business, title

10 State any additional skills and relevant facts which might help to evaluate your application	
If you are now holding or if you have held a fellowship, state place, date and duration of fellowship, and by whom awarded.	

Can a copy of your personal history form be transmitted to: <input type="checkbox"/> other UN Org. <input type="checkbox"/> national govt. (including yours) <input type="checkbox"/> other	- ATTACH LIST OF YOUR SIGNIFICANT PUBLICATIONS OR PAPERS IN YOUR PROFESSIONAL FIELD AND NAMES OF JOURNAL, ETC. IN WHICH THEY APPEARED (DO NOT ATTACH THE PUBLICATIONS THEMSELVES). - ATTACH LIST OF PROFESSIONAL SOCIETIES OF WHICH YOU ARE A MEMBER AND ACTIVITIES IN CIVIL, PUBLIC OR INTERNATIONAL AFFAIRS
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11 I certify that the statements made by me on this form are true, complete and correct. I understand that any false statement or required information withheld may provide grounds for the withdrawal of any offer of appointment or the cancellation of any contract of employment with the Organization.	
Date and place	Signature
Home address (if different from address as given on page 1)	Telephone/Mobile Fax e:Mail