WHO in Jordan is currently advertising for volunteers – one Advocacy and Communications Assistant and two Administrative and Technical Assistants.

Advocacy and Communications Assistant Volunteer

World Health Organization – Jordan

Location: Amman, Jordan

Application Deadline: 24 January 2013

Type of Contract: Volunteer

Languages Required: English and Arabic (fluent)

Starting Date: February 2013

Duration of Initial Contract: 3-6 Months (depending on candidate)

Overview

Under the guidance and supervision of the Advocacy and Communications Officer and the Information Support Assistant, the volunteer will support the implementation of the WHO

Jordan's communications strategy. The role also gives the candidate scope to develop their own communications and advocacy ideas.

Duties and responsibilities

- Assist in the regular updating of the WHO website.
- Translate advocacy materials from English to Arabic, and vice versa.
- Assist in the planning and implementation of advocacy and communication techniques
- Regularly update WHO-Jordan's new twitter, facebook, and youtube accounts;
- Update and maintain the contacts list.
- Assist in the establishment of an electronic photo library;
- Other relevant tasks as may be assigned by the Advocacy and Communications team as well as other management staff of the country office.

Personal skills and experience

- Excellent Arabic and English skills a must
- Excellent IT skills
- Knowledge of Social Media
- Strong written and oral communication skills (in both English and Arabic)
- Willingness to learn
- Demonstrates commitment to WHO's mission, vision and values
- Flexible and calm under pressure
- Displays cultural, gender, religion, race, nationality and age sensitivity
- Sociable and a good sense of humour

Required skills and experience

Education: A University degree in social sciences, communications, journalism or a related field; a post-graduate degree is a significant advantage.

Experience: Previous work experience in advocacy and communications units is an advantage; Previous experience of translation; Knowledge of graphic design software and programmes; Ability to draft stories and newsletters, the ability to organize and coordinate events.

Language Requirements: Fluency (both written and spoken) in Arabic and English

To apply please send your CV to Liam Robertson, Advocacy and Communications Officer: at robertsonl@jor.emro.who.int

Administrative and Technical Assistant Volunteer (x2)

World Health Organization – Jordan

Location: Amman, Jordan

Application Deadline: 24 January 2013

Type of Contract: volunteer

Languages Required: English and Arabic (fluent)

Starting Date: February 2013

Duration of Initial Contract: 3-6 Months (depending on candidate)

Overview

Under the guidance and supervision of the Administration Team, the volunteer will support all facets relating to administration, data entry, and filing. The role will also enable the intern to immerse themselves in the varied health related programmes and initiatives carried out by WHO-Jordan.

Duties and responsibilities

- Assist updating WHO Jordan's library.
- Translate materials from English to Arabic, and vice versa.
- Data entry
- Filing and updating the WHO library
- General administrative work
- Other relevant tasks as may be assigned by the Administrative Team as well as other management staff of the country office.

Personal skills and experience

- Excellent Arabic and English skills a must
- Excellent IT skills
- Knowledge of health logistical support mechanisms
- Previous knowledge of filling and data entry
- Previous knowledge of documentation
- Strong written and oral communication skills (in both English and Arabic)
- Willingness to learn
- Demonstrates commitment to WHO's mission, vision and values
- Flexible and calm under pressure
- Displays cultural, gender, religion, race, nationality and age sensitivity
- Sociable and a good sense of humour

Required skills and experience

Education: Minimum University degree in health related subject; a post-graduate degree is a significant advantage.

Experience: Previous work experience in UN bodies is an advantage; previous experience with health related programmes, previous experience with IT programmes, filling and administration.

Language Requirements: Fluency (both written and spoken) in Arabic and English

To apply please send your CV to Liam Robertson, Advocacy and Communications Officer: at r

obertsonl@jor.emro.who.int

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