



# World Health Organization

## Western Pacific Region

### Announcement: Employment Opportunity

<b>Vacancy Number (VN)</b>	2600827
<b>Role</b>	SSA - Knowledge, Communications, and Partnerships Officer
<b>Contract</b>	Duration 11 months initially (with potential to extend)
<b>Location</b>	Port Vila, Vanuatu
<b>Schedule</b>	Full-time
<b>Salary</b>	Technical Level 2, Band E: VUV 1,620,000 – VUV 2,411,000 pa.
<b>Deadline for Application</b>	March 25, 2026, 11:59:00 AM (Vanuatu Time)

The World Health Organization's Country Liaison Office (CLO) in Vanuatu is seeking a qualified individual to serve as **SSA - Knowledge, Communications, and Partnerships Officer in Vanuatu**. The successful applicant will be assigned to the WHO Vanuatu Office.

#### Job Description

The Knowledge, Communications, and Partnerships Officer works under the direct supervision of the Country Liaison Officer. S/he receives technical guidance from the supervisor and the partnership and communication team at the Division of Pacific Technical Support. The incumbent is expected to work independently but can escalate complex issues and cases to the supervisor.

#### Key responsibilities include:

##### 1. KNOWLEDGE MANAGEMENT, INCLUDING MONITORING, EVALUATION AND LEARNING

- Maintain and update the CLO results framework and indicator registry.
- Collect monitoring and performance data using approved tools (surveys, questionnaires, focus group discussions).
- Assist in preparing periodic progress reports based on key performance indicators (KPIs).
- Coordinate team reflections, after-action reviews, and learning events.
- Maintain a digital knowledge repository for documentation, standard operating procedures, and guidance materials.

##### 2. COMMUNICATIONS AND VISIBILITY

In close collaboration with technical colleagues and the Division of Pacific Technical Support:

- Develop, draft, and edit activity/success stories and case studies to disseminate through WHO channels.
- Take photos at events and field activities, including compliance with photo/consent protocols and upload to the WHO Multimedia Library.
- Produce or assist in the creation of audio-visual materials (videos, interviews, photo stories).
- Ensure WHO brand compliance and visibility at all WHO-supported events.

##### 3. HEALTH PARTNER COORDINATION

- Serve as Secretariat for health development partner coordination mechanisms.
- Convene and prepare for regular meetings with partners, including develop agendas, prepare briefs, send minutes, and track follow-up actions.
- Facilitate timely information exchange among MoH, WHO, donors, UN agencies, NGOs, and civil society.
- Organize and attend meetings with MoH and health stakeholders as requested.

#### Educational requirements:

- Essential: First-level university degree (Bachelor's) in communications, journalism, international development, or related field from an accredited/recognized institute.
- Desirable: Master's degree in any of the above qualifications, and/or trainings/courses in communication techniques such as graphic design, visual language and the use of social media.

#### Professional Experience and Knowledge:

- Essential: At least 2 years of experience in monitoring, communications, documentation, or partner coordination.
- Desirable: Experience working with government, UN agencies, or development partners preferred.

#### Technical Skills and Knowledge:

- Proficiency in photography, basic video editing, and communication design tools.
- Strong writing, editing, and storytelling skills.
- Ability to analyze data and produce clear visual and written summaries.
- Knowledge of WHO mandate and goals or experience in UN Organizations, international institutions or NGOs is considered an asset.

#### Languages:

- Essential: Fluency in English and Bislama required.
- Desirable: French is an asset.

#### Competencies:

- Communication
- Fostering Integration and Teamwork
- Producing Results
- Knowing and managing yourself
- Respecting and Promoting Cultural Differences

#### Additional Information:

- Interested applicants must submit their online application through the WHO Recruitment Platform, Stellis:

<https://careers.who.int/careersection/ex/jobsearch.ftl>\*

\*Enter the Vacancy Number (VN) in the keyword search.

- The system provides instructions for online application procedures.
- Alternatively, applicants who face technical issues accessing the portal can submit a cover letter and detailed CV, with the subject line "2600827: SSA - Knowledge, Communications, and Partnerships Officer" via email to [DPSRecruitment@who.int](mailto:DPSRecruitment@who.int), addressed to:

**The Country Liaison Officer,  
World Health Organization, Country Liaison Office,  
Port Vila, Vanuatu**

- Applications received after the closing date will not be accepted.
- For assessment of your application, please ensure that:
  1. Your online profile/CV is properly completed and updated;
  2. All required details regarding your qualifications, education, and training are provided;
  3. Your experience records are entered with elaboration on tasks performed at the time; and
  4. Please note that CVs/PHFs inserted via LinkedIn are not accessible