

Information Management and Communications Expert  
ILO Beijing Office

**Duties**

- Assist in preparing a proactive communication strategy for the ILO Office in China and Mongolia reflecting the activities of the office, the region and the ILO in general, taking into account upcoming Olympics and related media coverage. (first part of contract period)
- Develop a national campaign strategy for global campaigns designed by headquarters, respecting the overall objectives, themes, timelines, campaign materials and tools. Ongoing campaigns include the Decent Work campaign and the Gender Equality at the heart of Decent Work campaign (2008-2009).(second part of contract period)
- Edit, write or rewrite articles, website information and other information materials.
- Research and develop materials for specific information topics and outputs, ensuring the inclusion of a gender perspective.
- Collect, compile and assist in preparation of information for public dissemination.
- Secure translation and adaptation of materials provided by headquarters
- Assist with the display and targeted distribution of ILO publications and campaign materials
- Assist with the organizations of events
- Collect stories and visuals from projects in China and Mongolia and share with headquarters so that these can be incorporated in specific campaign materials
- Media relations
  - Compile media list and regularly update
  - Draft press releases and distribute to media in China and Mongolia
  - Develop contacts with local and representatives of international media in China and Mongolia, including setting-up interviews and responding to media requests by liaising with appropriate spokespersons
  - Assist in the organization of press conferences, press visits
- Website
  - Draft and edit texts for the ILO China website
  - Specifically for the campaigns: upload campaign materials when available, add China/Mongolia related information materials and secure links to the websites of ILO headquarters and region.
- Participate in the U N Country Team Communications Group on behalf of ILO
- Participate in the regular DCOMM conference calls with ILO comm. staff
- Specifically for the Gender equality at the heart of decent work campaign, liaise with the campaign team in headquarters, the regional senior gender specialist and the gender focal point in ILO Beijing office.

Perform other duties as may be assigned

**Requirements:**

Applicants must possess a university level degree, have experience in media or journalism, and be able to work well in English both spoken and written. Knowledge of China media practices, an ability to work in Mandarin, preferable. Knowledge of labour market and decent work issues as well as gender equality issues a definite asset.

**Timing and duration of contract**

**Starting date as soon as possible and no later than 1 July 2008.**

**Contract period for 6-8 months**

**Applications accepted until 1 June 2008**

**Contact:**

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