



Announcement for Consultancy (Individual Contractors)

Digital Editors for English, French, German and Spanish Communications and Outreach (CO) Programme

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
06 June 2017	17/CON04/CO	As soon as possible	For three to six months until 30 November 2017	Bonn, Germany

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The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The UNFCCC secretariat supports the Convention, its Kyoto Protocol and the historic Paris Agreement by a range of activities, including substantive and organizational support to meetings of the Parties and the implementation of commitments. It is a dynamic organization working in a politically challenging environment to help resolve one of the defining environmental issues of our time.

The Communications and Outreach (CO) programme is responsible for external communications, media relations, online public information and outreach to stakeholders in support of the Convention and the Kyoto Protocol. The programme leads the public advocacy work of the Climate Change Secretariat and the strategic high-level engagement of stakeholders involved in the development of climate change policies.

The programme supports the communications and outreach work of the secretariat and will seek to increase the number of outreach partnerships, in particular with the private sector and other key stakeholders, with a view to facilitating enhanced action under the Convention.

What will you be doing

Under the guidance of the Programme Director, you will ensure the timeliness and quality of the secretariat's digital content and supporting activities. You will be responsible for both the preparation of written content for the website in English or French or German or Spanish, and for any needed collaboration and coordination across the secretariat to obtain and shape substantive content from the secretariat's programmes.

More specifically, you shall perform the following duties:

- Review and draft content for the website in one of the four languages (English, French, German, Spanish)
- Prepare new and update existing written outputs such as feature articles, blog posts, Tweets, Facebook posts, to reflect the status of negotiations;
- Review existing content and oversee new content development for the Newsroom and the website;
- Develop and maintain regular corporate content, for events such as climate change conferences, workshops and meetings;



You are expected to deliver the following outputs for the duration of contract:

- Content updates, articles, blog posts, Tweets, Facebook posts in one of the four languages.
- All products will be the property of the secretariat.

What are we looking for

Educational background

Required: University degree in communication, journalism, international relations or a related field

Experience

Required: Minimum three years of expertise in professional writing as a journalist or in the field of communications

Language skills

Required: Fluency in written and spoken English (for English language editors)
Demonstrated proficiency in either French and English, Spanish and English, or German and English language (for editors in either of the three languages).

Specific professional knowledge

Required: Ensure quality, consistency, completeness, style and relevance, with particular attention to making appropriate links between programme pages

Asset: Familiarity with climate change issues.

How to apply:

Candidates, whose qualifications and experience match what we are looking for, should use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment>.

All applications should include a cover and provide links to samples of relevant pieces of recently completed work.

Please note:

We will confirm receipt of your application. However, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.