



**TEMPORARY APPOINTMENT
COMMUNICATIONS AND OUTREACH PROGRAMME**

ANNOUNCEMENT NO:	14/TA08/CO
PUBLICATION/TRANSMISSION DATE:	21 March 2014
DEADLINE FOR APPLICATION:	04 April 2014
TITLE AND GRADE:	Digital Editor (Spanish), P-2
INDICATIVE MONTHLY SALARY:	USD 3,902 to 4,395 net (without dependents) USD 4,160 to 4,705 (with dependants) plus variable post adjustment, currently 53.1% of net salary, plus other UN benefits.
DURATION OF APPOINTMENT:	As soon as possible until 31 December 2014
DUTY STATION:	Bonn, Germany

Background

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat supports the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

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.

Responsibilities

Under the guidance of the Head Public Information and Media Services, the incumbent ensures the timeliness and quality of the secretariat's digital content and supporting activities. The incumbent is responsible for both the preparation of written content for the website in English and Spanish and for any needed collaboration and coordination across the secretariat to obtain and shape substantive content from the secretariat's substantive programmes. More specifically, the incumbent performs the following duties:

Review and draft Spanish and English content for the website:

- a. Ensuring that content is up to date, well written and accurate, highlighting main activities and products (English and Spanish);
- b. Preparing new and updating existing written outputs such as feature articles, blog posts, Tweets, Facebook posts, to reflect the status of negotiations, especially ensuring continuous monitoring and maintenance of the secretariat's Spanish language portal is kept up to date by writing, and creating news and events, announcements and features;
- c. Review existing content and oversee new content development for the new microsite and the website re-launch project;

- d. Ensuring quality, consistency, completeness, style and relevance, with particular attention to making appropriate links between programme pages; and
- e. Developing and maintaining regular corporate content, for events such as climate change conferences, workshops and meetings;
- f. Coordinating the translation of content into Spanish at all levels of the site as resources permit.

Outputs

The incumbent will deliver the following outputs for the duration of the contract:

Content updates, articles, blog posts, Tweets, Facebook posts in Spanish and English.

All products will be the property of the secretariat.

Essential Requirements

(Only candidates who meet the requirements stated below will be considered.)

Education: First level university degree in (Digital) Media Studies, communication, journalism, international relations, public relations.

Experience: Minimum three years of expertise in professional writing. Previous work experience as a journalist or in the field of communication. Familiarity with climate change issues is an asset.

Language requirements: Demonstrated proficiency in Spanish and English language. Knowledge of other UN working languages is an asset.

To apply

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

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

Please note:

1. **Qualified women candidates and candidates from developing countries are especially encouraged to apply.**
2. **Service is limited to the UNFCCC secretariat.**
3. **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.**