



## VACANCY ANNOUNCEMENT

**Editor, P-3**  
**Conference Affairs Division**  
Documents Management Unit

| Deadline for application          | Announcement number | Expected date for entry on duty | Duration of appointment               | Duty Station  |
|-----------------------------------|---------------------|---------------------------------|---------------------------------------|---------------|
| 23 November 2026<br>23:59 hrs CET | VA 26/046/CA        | As soon as possible             | 2 years with possibility of extension | 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 Paris Agreement through 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.

### **Where you will be working**

The position is in the Conference Affairs division of the UNFCCC secretariat, more specifically in its Documents Management unit, which compiles conference documentation forecasts for transmission to the United Nations Office at Geneva (UNOG), edits and proofreads official and other documents and publications, manages documentation systems and tools, ensures the timely submission of official documents to UNOG and their publication on the UNFCCC website, provides guidance to staff and management on documentation, editorial and technical issues, etc. The incumbent will work under the supervision of the Head of Documents Management.

### **Your responsibilities**

Within limits of delegated authority, the Editor will be responsible for the following duties:

1. Editing, proofreading, and providing clearance for, in house and on mission at sessions of Convention bodies, specialized and other documents (including technical papers and reports, review reports, workshop reports, provisional agendas and annotations, decisions, conclusions and administrative and financial notes), publications and communications, including by:
  - a) Editing and proofreading to ensure accuracy, clarity and conformity with UNFCCC and UN editorial policy and style, while taking into account the politically sensitive nature of many of these documents;
  - b) Clarifying ambiguities, correcting substantive errors, verifying the accuracy of official and technical terminology, and checking quotations, document references and bibliographical data in consultation with authors and through research;
  - c) Rewriting texts so that language is clear and correct, eliminating redundant or inappropriate material, rearranging passages to ensure cohesion and continuity and checking the format for conformity with UNFCCC and UN guidelines.



2. Providing editorial guidance and conducting quality control, including by:
  - a) Drafting and updating editorial guidelines and other documentation relating to procedural and policy aspects of the editing and documentation process;
  - b) Advising staff and management on editorial procedures and practices and providing training, as necessary, to assist them in the preparation of manuscripts;
  - c) Liaising with staff at UNOG and UN Headquarters on editorial issues;
  - d) Training and reviewing the work of freelance editors to ensure it meets secretariat standards and task parameters.
3. Supporting the Head of Documents Management by assisting in tasks such as:
  - a) Managing the documentation process by deciding on editing assignments in collaboration with the team and keeping up to date on workload and document status;
  - b) Ensuring timely processing and submission of documents;
  - c) Assessing needs for editorial support and planning freelance contracts;
  - d) Implementing measures to improve editing and documentation processes;
  - e) Assisting with document forecasting;
  - f) Implementing and promoting the use of new and existing ICT tools.
4. Actively seeking to learn from feedback and developing own skills and knowledge relevant to the job, especially through self-study.
5. Performing other duties as assigned.

### **Competencies:**

**Being Accountable:** Uses UN funds, assets and resources responsibly, effectively and efficiently; takes ownership of own work plan, honours commitments and acknowledges responsibility for any failure in planning or delivering work; respects and operates in compliance with the UN regulations and rules; ensures that own work and contributions to the team are complete, accurate and of the highest quality; takes corrective action to address issues that compromise compliance or delivery.

**Being Responsive to Clients and Partners.** Fosters a good rapport and seeks regular feedback from internal and external clients and partners; Regularly consults with clients understand and respond to changes they encounter; Takes action to resolve conflicts with individuals and groups within and outside the organization to achieve win-win solutions; Works across organizational boundaries and overcomes obstacles to enhance cooperation, Establishes networks and leverages partnerships to achieve results.

**Working with Teams:** Builds relationships of trust and exchange with colleagues; Works collaboratively with colleagues to achieve results and respects the needs of the team; Recognizes opportunities to enhance team effectiveness and results by tapping into diverse backgrounds, skills and experience; Supports and acts in accordance with team decisions, even when such decisions differ from own position; Encourages the participation of all members of the team regardless of their cultural background, nationality, gender or sexual orientation; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Delivering results:** Conducts a critical analysis of situations to develop sound goals and work plans; Consults with others to develop integrated, consistent and harmonized plans; Allocates and uses time efficiently, and monitors own performance against timelines and milestones; Foresees risks, plans for contingencies, and adapts to take account of changing circumstances; Perseveres to deliver projects and pursues results despite obstacles and setbacks; Manages competing demands and focuses on priorities to deliver results.



## **Your qualifications**

### **Educational Background:**

**Required:** Advanced university degree (Master's degree or equivalent) in a scientific or technical subject or a language-related area of study. Candidates with a degree in a different subject will be considered if they have substantial relevant work experience.

A first-level university degree in a relevant field combined with an additional two (2) years of qualifying experience may be accepted in lieu of the advanced university degree.

### **Experience:**

**Required:** A minimum of five (5) years of relevant experience of which at least two (2) years should have been in editing, revising and the production of documents or publications. Experience in editing technical material to ensure it is presented in an accurate and logical manner and tailored to the needs of the target audiences is an asset.

### **Language skills:**

**Required:** Fluency in English (oral and written) is required. Excellent writing and revising skills. Knowledge of another official UN language is an advantage.

### **Specific Professional Knowledge and Skills**

Excellent interpersonal and communication skills, flexibility and organizational skills with strong capacity for multitasking, in particular in high-pressure situations and short time frames. Ability to work independently and proactively; ability to exercise considerable judgment, particularly in the case of politically sensitive texts; and ability to produce accurate work and remain flexible even in stressful conference situations.

## **What is the selection process?**

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview. The above listed set of competencies will be applied for this particular post.

## **How to apply:**

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

## **Please note:**

1. Service is limited to the UNFCCC secretariat.
2. 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.
3. Indicative net annual salary and allowances:  
US\$ 71,335  
(plus variable post adjustment, currently 32.9% of net salary),  
plus other UN benefits as indicated in the link below:

<https://unfccc.int/secretariat/employment/conditions-of-employment.html>



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UNFCCC secretariat is committed to diversity and inclusion within its workforce, and encourages candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply.