United Nations
Climate Change Secretariat

Nations Unies
Secrétariat sur les changements climatiques

ANNOUNCEMENT FOR TEMPORARY APPOINTMENT

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
28 October 2022 23:59 hrs CET	22/TJO29/CA	As soon as possible	364 days	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 located 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 secretariat's website, provides guidance to staff and management on documentation, editorial and technical issues, etc. You will work under the supervision of the Team Lead, Documents Management unit.

Your main responsibilities

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

1. Edits, proofreads, revises and rewrites, in house and on mission at sessions of Convention bodies, specialized and other documents (including technical papers and 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 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 and rearranging passages to ensure cohesion and continuity and checking the format for conformity with UN and UNFCCC guidelines;

2. Provides editorial guidance and conducts 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 UNHQ on editorial issues;
d) Monitoring the work of freelance editors to ensure it meets secretariat standards and task parameters.

3. Supports the Team Lead, as necessary, by assisting in tasks such as the following:

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) Editorial support planning;
d) Implementing measures to improve editing and documentation processes;
e) Implementing and promoting the use of new and existing ICT tools.

4. **Performs other duties as assigned.**

Competencies:

Applying Professional Expertise: Demonstrates a working knowledge and interest in the substantive functions of the work unit, including those not within own area of expertise; Manages effectively and fairly across different substantive functions to establish integrated, multidisciplinary teams to address complex issues; Coordinates the input of different functional specialists to achieve sound, integrated solutions; Drives others to develop their functional and substantive skillsets, and to build their understanding of related disciplines; Maintains and disseminates an understanding of best practice standards in all substantive areas represented within the work unit.
Working with Teams: Identifies, recognizes and shows appreciation for the unique contribution of each team member; Builds teams with a diverse mix of skills, experience and views and actively welcomes members regardless of their gender, nationality, religion or other backgrounds; Models collaboration in relationships with individual staff at all levels, as well as the wider team; Recognizes and celebrates team accomplishments; Creates cross functional linkages to foster wider internal and external collaboration; Works across organizational boundaries, overcoming barriers and obstacles to enhance cooperation.
Delivering results: Creates policies, programmes, or processes which are mindful of minimizing potential negative social, economic and/or environmental impacts; Identifies the resources needed to deliver results, and manages their use to ensure the utmost efficiency, effectiveness and impact; Creates an environment where staff, regardless of their gender, family situation or other circumstances, are able to perform at their best; Promotes a mindset of results orientation, aligns systems and processes to support the achievement of results, and holds staff members to account for their commitment; Holds regular reviews to assess the results achieved against targets; Manages, reduces or mitigates risks without compromising results, where possible.

Your qualifications

Educational Background:

Required:	University degree 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.

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

Specific professional knowledge and skills and Job-related 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 monthly salary and allowances:
   US$ 5224 to 5,859.
   (plus variable post adjustment, currently 20.2% of net salary),
   plus other UN benefits as indicated in the link below:
   https://unfccc.int/secretariat/employment/conditions-of-employment.html

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.