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## VACANCY ANNOUNCEMENT

### CONFERENCE AFFAIRS SERVICES (CAS) PROGRAMME

#### Documents Unit

<b>VACANCY ANNOUNCEMENT NO:</b>	<b>VA 14/009/CAS</b>
<b>PUBLICATION/TRANSMISSION DATE:</b>	<b>29 January 2014</b>
<b>DEADLINE FOR APPLICATION</b>	<b>27 February 2014</b>
<b>TITLE AND GRADE:</b>	<b>Editor, P-3</b>
<b>POST NUMBER:</b>	<b>FCA-2942-P3-005</b>
<b>DURATION OF APPOINTMENT:</b>	<b>One and a half years, with possibility of extension</b>
<b>DUTY STATION:</b>	<b>Bonn, Germany</b>
<b>EXPECTED DATE FOR ENTRY ON DUTY</b>	<b>As soon as possible</b>

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#### 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 Conference Affairs Services programme provides comprehensive conference services for all sessions of the UNFCCC Convention and Kyoto Protocol bodies, as well as meetings and workshops organized in the intergovernmental climate change process. These services include conference and working facilities allowing for up to 10,000 participants; liaison with Parties, Observer States, IGOs and NGOs; security and protocol arrangements; registration of participants to sessions and meetings; travel arrangements for participants from Parties eligible for funding; planning and editing of parliamentary documents; and coordination of document registration, translation, reproduction, dissemination and storage.

#### Responsibilities

Under the general supervision of the Team Leader of the Documents Unit, the incumbent edits a variety of specialized UNFCCC official documents in the field of global climate change, including of a scientific or technical nature and those prepared for sessions of the Conference of the Parties (held once a year) and its subsidiary bodies (held at least twice a year), as well as non-official documents prepared for ad hoc meetings and workshops, within agreed deadlines. The incumbent also carries out other tasks as required in support of the head of the unit. In particular the incumbent will:

1. Edit, revise and rewrite, in-house and on mission at sessions of Convention bodies, specialized documents (including scientific or technical papers, provisional agendas and annotations, reports, decisions, administrative and financial notes, statements of programme budget implications and miscellaneous documents) as well as communications prepared for intergovernmental meetings, to ensure accuracy, clarity and conformity with UNFCCC editorial policy and style, taking into account the politically sensitive nature of many of these documents. (Approximately 5,000 pages of documentation are issued per year, of which over 2,000 pages are closely edited).
- Ensure that the documents have been drafted in accordance with the mandates under which they have been prepared;

- Rewrite texts so that language is clear and correct; eliminate redundant, unnecessary or inappropriate material; rearrange passages to ensure cohesion and continuity; and check the format to ensure that it is in conformity with United Nations and UNFCCC guidelines;
  - Clarify ambiguities, correct substantive errors, verify the accuracy of official and technical terminology, and check quotations, document references and bibliographical data, in consultation with authors or other specialists and through library research.
2. Support the head of the unit, as necessary, by assisting in tasks such as:
    - Drafting and updating editorial guidelines and other documentation relating to procedural and policy aspects of the editing and documentation process;
    - Advising programme staff on editorial procedures and practices, and providing induction and training as necessary, to assist them in the preparation of manuscripts;
    - Recommending measures to improve editing and documentation processes;
    - Liaising with staff at the United Nations Office in Geneva on documentation issues;
    - Liaising with external editors to monitor their work and ensure that documents outsourced for editing meet the standards of the secretariat.
  3. Perform other duties as assigned.

### **Requirements**

**Education:** University degree in scientific or technical subjects, or a language-related area of study.

**Experience:** At least five (5) years of relevant experience of which one to two years should have been in planning, writing, editing and the production of documents or publications.

**Specific professional knowledge:** Experience in editing scientific material and information required in order to present the material in a technically accurate and logical manner and to adapt it to the use and needs of the target audiences would be an asset.

**Job-related skills:**

- Ability to work independently and in a pro-active manner;
- Ability to exercise considerable judgment and conformity with editorial policy;
- Ability to work accurately and flexible even in stressful conference situations.

**Language requirements:** Perfect command of English is required. Proficiency in French is desirable. Working knowledge of another official United Nations language is an advantage.

### **To apply**

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.
4. Salary and allowances:
 

US\$ 56,198 to 62,922 (without dependents)
US\$ 60,205 to 67,515 (with dependents)
(Plus variable post adjustment, currently 54.2% of net salary) plus other UN benefits as described on the following webpage:

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