

Posting Title : CHIEF, EDITING SECTION, P5
Job Code Title : SENIOR EDITOR
Department/ Office : Department for General Assembly and Conference Management
Location : NEW YORK
Posting Period : 11 January 2017-24 February 2017
Job Opening number : 17-Language-DGACM-71144-R-NEW YORK (L)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Special Notice

Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with the established rules and procedures.

Org .Setting And Reporting

This position is located in the Editing Section, Editorial Service, Documentation Division, Department for General Assembly and Conference Management, New York. The Editing Section ensures that the official United Nations documents are clear, grammatically correct and well-structured, that facts, figures, quotations and references are correct and that texts conform to United Nations style. The incumbent reports to the Chief of Service.

Responsibilities

Under the general supervision of the Chief of the Editorial Service, the Chief of the Editing Section is responsible for the following duties: Provides support and acts as Deputy to the Chief of Service in leading the development and implementation of document workflow improvements both within the Section and Department-wide; formulating Secretariat-wide editorial policy; advising author departments, senior management and delegations on editorial matters; leading author outreach initiatives; ensuring the implementation of Departmental policies that affect editing; and representing the interests of the editorial function in Departmental policy discussions. Oversees the timely editing of documents and publications to ensure accuracy, clarity, cohesion and conformity with United Nations standards, policy and practice; leads the introduction of streamlined electronic editing tools and processes; oversees the daily and quarterly programming and general administration and management of the Section's work and the training of newly recruited and short-term editors and revision of their work; provides guidance and establishes standards and guidelines for Section editors and

evaluates their performance. Plays a lead role in the preparation of United Nations editorial examinations and serves on the board of examiners. Makes recommendations on personnel matters, resource requirements and the introduction of new technology. Performs other related duties as required.

Competencies

Professionalism: - Comprehensive knowledge of editorial policies, practices and research techniques, including document workflows in an international organization. Excellent writing ability and analytical abilities with sensitivity to nuance. Ability to spot errors and inconsistencies in a text. Ability to demonstrate versatility, judgement and discretion, tact and negotiating skills in consultations with high-level authors. Familiarity with the range of issues relating to management of the Editorial Service. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. **Creativity:** - Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches. **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology. **Leadership:** - Serves as a role model that other people want to follow: empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands. **Managing Performance:** - Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.

Education

A first-level degree from a university or institution of equivalent status. (Candidates for this position must have passed the United Nations Competitive Examination for English Editors.)

Work Experience

A minimum of 10 years of experience as an editor, including experience as an editor at the United Nations or another international or intergovernmental organization, is required.

Experience in a managerial, supervisory, training or programming capacity is also required. Experience working with eLUNa or a similar computer-assisted translation workflow in an intergovernmental environment is desirable.

Languages

A perfect command of English, which must be the candidate's main language, and excellent knowledge of at least two other official languages, as tested by the United Nations Competitive Examination for English Editors, are required. The main language should be understood to be the language in which the candidate is best able to work and of which he/she has a perfect command.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity, including but not limited to, respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to, whether they have committed or are alleged to have committed criminal offences or violations of international human rights law and international humanitarian law. Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment. Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage. The screening and evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications, including but not limited to, their education, work experience, and language skills, according to the instructions provided on inspira. Applicants will be disqualified from consideration if they do not demonstrate in their application that they meet the evaluation criteria of the job opening and the applicable internal legislations of the United Nations. Applicants are solely responsible for providing complete and accurate information at the time of application: no amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application. Job openings advertised on the Careers Portal will be removed at midnight (New York time) on the

deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.