

الأمم المتحدة  
اللجنة الاقتصادية والاجتماعية لغربي آسيا

UNITED NATIONS  
Economic and Social Commission  
for Western Asia



NATIONS UNIES  
Commission économique et sociale  
pour l'Asie occidentale

Date of issuance: 22 October 2009  
Deadline Date: 5 November 2009

**TEMPORARY VACANCY ANNOUNCEMENT**

*Internal/External*

**Functional title: English Editor**

**Grade  
P-4**

**Office: Conference Services  
Section / CSS –  
Administrative Services  
Section / ASD**

Interested qualified candidates who meet the post's requirements are requested to send their P.11 or PHP by email to [employment-escwa@un.org](mailto:employment-escwa@un.org) no later than 5 November 2009. The position is available for 3 months.

**ESCWA reserves the right to hire at a level below that of the post.**

**RESPONSIBILITIES:**

Under the general supervision of the Chief of Conference Services and within delegated authority, the Senior Editor is responsible for the following duties:

- Edits complex or politically sensitive material to ensure accuracy, clarity, cohesion and conformity with United Nations standards, policy and practice;
- Carries out more extensive editing where required, including rewriting, abridging and restructuring texts for greater readability and better logical sequence;
- Consults with author departments and carries out research to clarify ambiguities and rectify substantive errors;
- Acts as head of team, organizing its work, determining and enforcing deadlines and providing guidance to its members;
- Assists in drawing up guidelines for editors and in determining desk-top publishing standards and practices;
- Trains junior or short-term editors and revises their work;
- Assists staff of substantive units and delegations with the drafting of documentation and provides advice on matters concerning editorial policy and practice;
- Performs other related duties as required.

**COMPETENCIES:**

**PROFESSIONALISM:** Knowledge of editorial policies, practices and research techniques. Solid writing and analytical abilities with sensitivity to nuance. Ability to spot errors and inconsistencies in a text. Demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; remains calm in stressful situations.

**COMMUNICATION:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; demonstrates openness in sharing information and keeping people informed.

**TEAMWORK:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**PLANNING AND ORGANIZING:** Allocates appropriate amount of time and resources for completing work; uses time efficiently.

**ACCOUNTABILITY:** Delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

**COMMITMENT TO CONTINUOUS LEARNING:** Actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues; seeks feedback to learn and improve.

**TECHNOLOGICAL AWARENESS:** Actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

**REQUIREMENTS:**

**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 Language Editors.

**WORK EXPERIENCE** – A minimum of five years of experience in editing, including three years of experience in editing within the United Nations.

**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 relevant United Nations Competitive Examination for English Language Editors, are required. Some knowledge of Arabic is desirable.

**Applications will only be accepted when they correspond to specific vacancy announcements.**

**ESCWA is a smoke-free environment.**