

## MLPP 2023\_EDITOR

Post Number : MLPP 2023\_CPE

Grade : P-3

Parent Sector : Division for Communications and Public Engagement (CPE)

Duty Station: Paris

Job Family: Public Information

Type of contract : Fixed Term

Duration of contract : 2 years, renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 13-DEC-2023

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

**This position is part of the Mid-Level Professionals Programme (MLPP). We strongly encourage applicants from non- and under-represented Member States to apply.**

### OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Director for Communications and Public Engagement, and direct supervision of the Head of Digital Content, the Editor is responsible for drafting and proofreading documents, brochures and press releases, web stories and other written materials produced by the Division for Communications in its daily operations.

In particular, the Editor will:

- Draft and/or review high quality press releases.
- Draft and/or review high quality web stories.
- Draft and/or review high quality communication materials including brochures and publications.

The Editor is responsible for ensuring the quality assurance of content production, the high quality, readability, and linguistic correctness. He/She edits documents when required, including rewriting, abridging, and restructuring texts for improved readability and attractiveness.

### **COMPETENCIES (Core / Managerial)**

Communication (C)

Accountability (C)

Innovation (C)

Knowledge sharing and continuous improvement (C)

Planning and organizing (C)

Results focus (C)

Teamwork (C)

Professionalism (C)

For detailed information, please consult the [UNESCO Competency Framework](#).

### **REQUIRED QUALIFICATIONS**

#### **Education**

- Advanced university degree (Master's degree or equivalent) in the field of communication, literature, humanities, journalism, or related field.

### **Work Experience**

- At least four (4) years of relevant professional experience in the field of content production, quality review and drafting of documents, communication materials and other related responsibilities, as copy-editor, speechwriter and other related functions, of which preferably two (2) years acquired at international level.

### **Skills & Competencies**

- Excellent written and oral communication skills.
- Strong interpersonal skills and ability to work effectively in a team in a multicultural environment.
- Excellent coordination and organization skills.
- Digital tools of Press relations and Digital Communications.
- Master storyteller.
- Knowledge of MS Office.

### **Languages**

- Excellent knowledge of English (written and spoken) and a working knowledge of French. English and French are the working languages of the Organization.

## **DESIRABLE QUALIFICATIONS**

### **Skills & Competencies**

- Knowledge and experience in Content Management Systems (CMS) Drupal 9.

### **Languages**

- Knowledge of another official language of UNESCO (Arabic, Chinese, Russian, Spanish).

Would you like to find out more about the **Mid-Level Professionals Programme**? Watch the virtual [webinar](#) with direct presentations from the hiring managers.

## **BENEFITS AND ENTITLEMENTS**

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.

The approximate annual starting salary for this post is 97 784 \$.

For full information on benefits and entitlements, please consult our [Guide to Staff Benefits](#).

## **SELECTION AND RECRUITMENT PROCESS**

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the [UNESCO Careers website](#). No modifications can be made to the application submitted.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

*UNESCO recalls that paramount consideration in the appointment of staff members shall be the necessity of securing the highest standards of efficiency, technical competence and integrity. UNESCO applies a zero-tolerance policy against all forms of harassment. UNESCO is committed to achieving and sustaining equitable and diverse geographical distribution, as well as gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Candidates from non- and under-represented Member States ([last update here](#)) are particularly welcome and strongly encouraged to apply. Individuals from minority groups and indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the highest level of confidentiality. Worldwide mobility is required for staff members appointed to international posts. UNESCO does not charge a fee at any stage of the recruitment process.*