

Job Opening

Posting Title:	Public Information Officer (Managing Editor)
Job Code Title:	PUBLIC INFORMATION OFFICER
Department/Office:	DEPARTMENT OF PUBLIC INFORMATION
Duty Station:	NEW YORK
Posting Period:	27 July 2016 - 24 September 2016
Job Opening Number:	62038
Staffing Exercise	N/A

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

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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 established rules and procedures.

Org. Setting and Reporting

This position is located in the Yearbook Unit of the Publications and Editorial Section in the Outreach Division, Department of Public Information. The Publications and Editorial Section produces the Yearbook of the United Nations (the authoritative reference on the United Nations system), the United Nations system guidebook Basic Facts about the United Nations and the quarterly United Nations system magazine UN Chronicle. The incumbent reports to the Chief, Yearbook Unit.

Responsibilities

Working under the supervision of the Chief, Yearbook Unit, the incumbent will be responsible for:

- Working with the Chief Editor of the Yearbook of the United Nations to oversee the daily operation of the Yearbook Unit in its production of the Yearbook of the United Nations from research through drafting, editing, copyediting, typesetting, proofreading and delivery for printing/e-book preparation/web posting;
- Editing Yearbook of the United Nations chapter manuscripts (on political and security matters; human rights; economic and social questions; international legal questions; administrative, institutional and budgetary matters) on the basis of United Nations official documentation and in accordance with established Yearbook guidelines and standards for accuracy, balance, cohesion, completeness, conciseness and political objectivity, checking, revising, reorganizing and rewriting them, as required;
- Drafting Yearbook of the United Nations chapter manuscripts (on political and security matters; human rights; economic and social questions; international legal questions; administrative, institutional and budgetary matters) on the basis of United Nations official documentation and in accordance with established Yearbook guidelines and standards for accuracy, balance, cohesion, completeness, conciseness and political objectivity, as required;
- Training and guiding Yearbook of the United Nations editors and writers in the application of Yearbook guidelines and standards, and providing guidance for research and documentation activities;

- Copyediting and proofreading Yearbook chapter manuscripts and proof pages, as required;
- Collaborating with the Chief Editor in the supervision of as well as recruitment for the Yearbook Unit;
- Other related duties, as required.

Competencies

Professionalism:

- Possesses excellent English editing skills and judgement for accuracy, balance, cohesion, completeness, conciseness and political objectivity
- Has correspondingly excellent English writing ability
- Is knowledgeable of United Nations editorial policies and practices
- Is familiar with the United Nations Official Document System and other UN-system documentation
- Is able to guide UN system-related research activities involving complex documentation
- Is able to manage publication production from manuscript preparation through print/ebook/web-ready stage
- Exercises astute political awareness and judgement
- Displays broad knowledge of international political and security questions, human rights, economic and social issues, international legal matters, and United Nations administrative and institutional questions
- 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
- Shows pride in work and achievements
- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results
- 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

Communication:

- Speaks and writes clearly and effectively
- Listens to others, correctly interprets messages from others and responds appropriately
- Asks questions to clarify, and exhibits interest in having two-way communication
- Tailors language, tone, style and format to match the audience
- Demonstrates openness in sharing information and keeping people informed

Planning & Organizing:

- Develops clear goals that are consistent with agreed strategies
- Identifies priority activities and assignments; adjusts priorities as required
- Allocates appropriate amount of time and resources for completing work
- Foresees risks and allows for contingencies when planning
- Monitors and adjusts plans and actions as necessary
- Uses time efficiently

Education

Advanced university degree (Master's degree or equivalent) in humanities, social science, communications or a related area. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of seven years of progressively responsible experience as an editor of academic or reference-type publications, involving digesting complex issues from multiple and diverse official governmental or intergovernmental sources, is required. At least three years of such experience must be with the United Nations or another international organization. Proven experience with United Nations editorial policies and practices is desirable. At least two years of experience in managing publication projects from initial research through drafting, editing, copyediting, typesetting, proofreading and final delivery to printer, e-book preparation and web posting are required. Experience in training editorial staff is desirable. Experience in public information is desirable.

Languages

English and French are the working languages of the UN Secretariat. For this post, fluency in English is required. Knowledge of French is desirable.

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.