



VACANCY ANNOUNCEMENT

Head of Documents Management, P-4 Conference Affairs Division Documents Management Unit

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
21 June 2026 23:59 hrs CET	VA 26/034/CA	As soon as possible	2 years with possibility of extension	Bonn, Germany

Publication date: 05 June 2026, Post number: 30503742 Funding: 40FCA/16806

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address climate change. The UNFCCC secretariat supports the Convention, its Kyoto Protocol and the Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties and the implementation of commitments. It is a dynamic organization working in a politically challenging environment to help resolve one of the defining environmental issues of our time.

Where you will be working

The position is located in the Conference Affairs division of the UNFCCC secretariat as head of the Documents Management unit (DMU), which compiles conference documentation forecasts for transmission to the United Nations Office at Geneva (UNOG), edits and proofreads official and other documents and publications, manages documentation systems and tools, ensures the timely submission of official documents to UNOG and their publication on the secretariat's website, provides guidance to staff and management on documentation, editorial and technical issues, etc. The incumbent will work under the supervision of the Director, Conference Affairs division.

Your responsibilities

Within limits of delegated authority, the Team Lead will be responsible for the following duties:

1. Planning, management and coordination of the entire documentation process:

- Establishes documentation requirements for sessions of the governing and subsidiary bodies and prepares document forecasts in collaboration with the substantive divisions;
- Collaborates with substantive divisions on the forecasting of reports on technical expert reviews of Party submissions and the contracting of needed editorial resources;
- Coordinates the process of document preparation, submission and publication in collaboration with the substantive divisions and provides advice and guidance to the submitting officers to ensure the timely processing of official documents;
- Liaises with UNOG and UNHQ on editorial and documentation matters (document registration, translation, publication, distribution, etc.) and negotiates terms of services to ensure the availability of the forecasted documents prior to and during the sessions;
- Manages the processing of in-session documents in collaboration with submitting officers and UN document staff;
- Looks for opportunities to increase the share of non-official documents that are edited;
- Maintains an overview of document status in the cloud-based document tracking system and provide reports and statistics as needed; and
- Anticipates problems and challenges concerning documents and takes appropriate mitigation measures.



2. Taking the lead in the secretariat-wide developments and review of documentation strategy, policies and procedures:
 - Provides advice and recommendations on documentation and editorial strategy and policy;
 - Develops and implements FCCC documentation policies and guidelines with the aim of facilitating timely, high-quality preparation, submission and publication of the forecasted documents;
 - Establishes editorial and formatting guidelines for in-house and external editors and submitting officers and provides guidance regarding their interpretation;
 - Maintains and updates resources for building capacity of staff related to FCCC and UN editorial style and official template and document processing, and briefs staff on procedures as needed; and
 - Conducts periodic reviews of documentation strategy, policies and procedures and recommends changes as needed.
3. Managing of the work of DMU to ensure timely processing of documents:
 - Oversee the assignment of editing jobs to in-house and external editors and monitors the daily workflow to ensure editing productivity and quality;
 - Manage the work of the Document Management Assistants;
 - Review and clears edited documents for submission to UNOG for further processing;
 - Manage and train staff under his/her supervision and provides general guidance and specific instructions, as necessary, to resolve editorial and other problems;
 - Make recommendations to the Conference Affairs Director on the external editor and other ad hoc staffing requirements of the unit prior to and during the conferences and coordinates the recruitment; and
 - Carry out programmatic tasks necessary for the functioning of the unit, including budget preparation, performance management, reporting and evaluation, and other administrative tasks.
4. Developing and managing document-processing tools:
 - Drive forward projects relating to improvements in drafting, editing and disseminating official documents and in dissemination of guidance, including through the use of automation and AI, and seeks out opportunities for such improvements;
 - Provide advice and recommendations to senior management concerning trends and opportunities to incorporate automation and AI in document drafting, editing, translation and publishing;
 - Coordinate with ICT on the maintenance of and improvements in the cloud-based document management system with a view to ensuring efficient processing, clearance and publication of documents; and
 - Periodically reviews existing tools that facilitate document tracking, editing, search and referencing and carries out adjustment or replacement of tools as necessary.
5. Representing the secretariat at United Nations or international conferences in the area of conference documents management and building beneficial partnerships with other organizations.

Competencies:

Applying Professional Expertise: Demonstrates a working knowledge and interest in the substantive functions of the work unit, including those not within own area of expertise; Manages effectively and fairly across different substantive functions to establish integrated, multidisciplinary teams to address complex issues; Coordinates the input of different functional specialists to achieve sound, integrated solutions;



Drives others to develop their functional and substantive skillsets, and to build their understanding of related disciplines; Maintains and disseminates an understanding of best practice standards in all substantive areas represented within the work unit.

Communicating with impact: Communicates with confidence to external audiences and credibly represents the organization; Negotiates effectively with individuals and groups; Encourages effective and open communications within the unit, holds regular meetings and actively fosters communication among staff members; Delivers engaging and persuasive presentations that hold the attention of the audience, and presents complex information in a manner that is understandable to non-experts; Supports and coaches team members in the preparation of effective communication.

Delivering results: Creates policies, programmes, or processes which are mindful of minimizing potential negative social, economic and/or environmental impacts; Identifies the resources needed to deliver results, and manages their use to ensure the utmost efficiency, effectiveness and impact; Creates an environment where staff, regardless of their gender, family situation or other circumstances, are able to perform at their best; Promotes a mindset of results orientation, aligns systems and processes to support the achievement of results, and holds staff members to account for their commitment; Holds regular reviews to assess the results achieved against targets; Manages, reduces or mitigates risks without compromising results, where possible.

Managerial Competencies:

Managing Performance and Developing People: Sets clearly defined and realistic objectives, and articulates expectations in consultation with staff; Monitors progress and provides regular feedback on performance; Praises good performance and recognizes improvement; Encourages risk taking, and supports staff who demonstrate creativity and initiative; Deals promptly with poor performance and lack of compliance with rules; Appraises performance fairly and in accordance with the established process and timeframe. Supports the development and career aspirations of staff; Promotes and serves as role model for adequate work-life balance and a positive working environment. Attends to particular circumstances and needs, for example, of women or staff with family or children; Provides regular and ongoing coaching for staff to guide their development and strengthen their abilities, including in the context of current challenges or emerging priorities; Actively identifies and seeks the talent and skills needed for a high-performing team.

Your qualifications

Educational Background:

Required: An advanced university degree (Master's degree or equivalent) in languages, communication, public administration or a field related to the mandate of UNFCCC. A first-level university degree (Bachelor's degree or equivalent) in combination with an additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

Required: A minimum of seven (7) years of relevant experience in end-to-end conference documentation management in a multilateral process, including forecasting/planning, editorial coordination and quality control and document publication.

Demonstrated experience with document tracking/workflow systems as well as up-to-date knowledge of digital tools for drafting, editing and web publication, including the use of automation/AI and cloud-based solutions.



Experience in applying and advising on UN conference documentation policies, procedures and standards, including management of contracted resources, is an asset.

Language skills:

Required: Proficiency in English (both oral and written) is required. Excellent writing and revising skills. Knowledge of other UN official languages is an advantage.

Other:

Excellent interpersonal and communication skills, flexibility and organizational skills with strong capacity for multitasking, in particular in high-pressure situations and short time frames. Ability to work independently and in a proactive manner; ability to exercise considerable judgment and attention to detail and enforce conformity with editorial policy; ability to work accurately and flexibly even in stressful conference situations; ability to troubleshoot and adapt workflows; and ability to find textual, politically appropriate compromises. Strong technical skills are an asset.

What is the selection process?

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview. The above listed set of competencies will be applied for this particular post.

How to apply:

Candidates, whose qualifications and experience match what we are looking for, should use the online application system available at <http://unfccc.int/secretariat/employment/recruitment>

Please note:

1. Service is limited to the UNFCCC secretariat.
2. 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.
3. Indicative net annual salary and allowances:
US\$ 86,027
(plus variable post adjustment, currently 38.3% of net salary),
plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>

UNFCCC secretariat is committed to diversity and inclusion within its workforce, and encourages candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply.