



Have you ever wished to join an international organization whose work underpins quality infrastructure and international trade in electrical and electronic goods, contributes to sustainable development and increases the safety of people and the environment?

Bring your talent, expertise and personality to standardization and conformity assessment and embark on a journey of digital transformation, climate change mitigation and technical innovation.

Become our next:

Technical Editor

Reporting to the Editing Team Manager

Are you committed to clear, structured and effective communication? As a technical editor, do you consider yourself as an enabler of successful standards writing through your work with our worldwide community of expert authors? Are you curious and able to absorb and understand the implications of current and future technologies? Do you work well under a formal framework and precise rules, and do you strive for quality? Then this role is made for you!

We offer a motivating, human, and inclusive working environment with hybrid and flexible working conditions to support you in your endeavours:

Your mission

You serve the IEC Technical Committees and edit their draft International Standards and associated documents. You provide guidance to ensure the content produced is consistent, clear, precise, unambiguous and follows the IEC's editorial rules in order to contribute to the consistent and interdependent body of knowledge that the IEC produces.

A typical day

- edit International Standards (text, formulae, and graphical elements), in both Word and XML-based workflows and ensure the content follows the principles and rules for structure and drafting mandated by ISO/IEC Directives Part 2, in-house rules and policy
- correct language, grammar, and punctuation, in both English and French language versions with a view to preparing the content for publication, whilst respecting deadlines
- collaborate with Technical Committees for the resolution of editorial issues
- document the practices of the Technical Committees
- advise and build capacity on editorial rules within the Technical Committees
- provide support to Standardization Division managerial staff in the drafting of rules and policy

Expertise required to be successful

- experience of using institutional style guides (you will be trained to attain an expert level of ISO/IEC Directives, Part 2)
- expert level in MS Word
- good working knowledge of a mark-up language (e.g. HTML or XML)
- prior experience in an international environment
- University level education
- at least 5 years' relevant experience
- bilingual English / French: excellent written and spoken English and French
- able to work independently and under strict deadlines

Skills we consider essential, selected from our competency model

- methodical, structured and attentive to detail
- customer focus
- achievement orientation
- continuous improvement process
- problem solving
- compliance
- solid working knowledge of relevant digital tools, curious about, able to learn, assimilate and understand the impacts of current and future technologies

Target starting date

— January 2024

Feel like a match? Don't hesitate and apply to jobs@iec.ch before 10 December 2023!

Please include the following documents in English:

- your curriculum vitae (CV) with a maximum of two pages
- a cover letter outlining your motivation

Don't miss your chance to join an organization that plays a crucial role in people's daily lives and a proud equal opportunity employer, part of the International Gender Champions leadership network (www.iec.ch).