

UNICEF is committed to **diversity and inclusion** and gender parity within its workforce, and encourages all qualified candidates, irrespective of nationality, religious and ethnic backgrounds, gender identity and sexual orientation, as well as persons living with disabilities, to apply to become a part of the organization. UNICEF's office is **accessible** to a certain extent, and employees are entitled to **reasonable accommodations** that are needed for ensuring equitable working conditions.

**UNICEF in Serbia is seeking qualified professionals for the:**

## **Roster of Serbian Copyeditors and Proofreaders**

**Ref. number: VN 12 – 592108**

UNICEF Serbia requires high-quality Serbian-language copy-editing and proofreading services to ensure that all communication and programme materials meet professional linguistic, stylistic, and editorial standards. The roster will serve as human resources repository from which the Country Office can draw pre-vetted, well qualified professionals quickly and efficiently for specific assignments, to support ongoing and upcoming outputs, including publications, reports, advocacy materials, digital content, fundraising and campaign assets.

### **Scope of work:**

The successful candidates will be included in the UNICEF Serbia local roster for a period of 3 years. Entry into the roster system does not mean that a contract with UNICEF is guaranteed. This will depend on the forthcoming needs. Where a request for services arises, UNICEF will approach selected consultants from the roster with a specific assignment and check their interest and availability.

The selected consultants will be required to provide professional Serbian-language copy-editing and proofreading services to support the production of high-quality communication and programme materials. This includes ensuring linguistic accuracy, clarity of expression, consistency of terminology, and alignment with UNICEF communication standards.

The assignment covers a range of written materials, including publications, reports, advocacy and communication products, as well as content prepared for digital and print formats. Services will be provided on an as-needed basis, with individual assignments defined by UNICEF in terms of scope, volume, timelines, and level of editing required.

### **Mandatory qualifications:**

- A university degree in Serbian language, literature, linguistics, philology, or related field.
- Excellent written proficiency in Serbian, demonstrated through education, professional experience, and submitted work samples.
- At least 2 years of professional experience in copy-editing and/or proofreading Serbian texts, demonstrated through CV and submission of links or examples of previous work.
- Experience editing formal, publication-level, or professional content, demonstrated through submitted work samples (e.g. reports, publications, books, articles, or similar materials), with clear indication of the candidate's role in the editing process.

### **Desired qualifications:**

- Experience working with international organisations, NGOs, or public institutions.
- Experience editing communication, advocacy, research, or policy materials.

## How to apply:

Qualified candidates are requested to submit their application through:

<https://jobs.unicef.org/en-us/job/592108/roster-of-serbian-copyeditors-and-proofreaders>

The application must include:

- Samples of previous relevant work,
- Financial proposal in RSD as a separate document, providing the pricing for the following:  
(1 page = 250 words):
  - A. Copy-editing:
    - 1) Documents up to 50 pages
    - 2) Documents 51–150 pages
    - 3) Documents 150+ pages
  - B. Proofreading:
    - 1) Documents up to 50 pages
    - 2) Documents 51–150 pages
    - 3) Documents 150+ pages

The closing date for applications is **13 April 2026**.

## Important notes:

- Please do not forget to specify your name in the financial proposal file while saving (to be uploaded online under the “Financial Proposal” tab).
- Please do not indicate financials anywhere else in the online application form, please mark “n/a” or “00” under the fee-related questions in the online application form.
- Incomplete applications will not be taken into consideration.
- Only shortlisted candidates will be notified and advance to the next stage of the selection process.

*For every child, you must demonstrate UNICEF's core values of Care, Respect, Integrity, Trust, Accountability and Sustainability.*

*UNICEF has a **zero-tolerance policy** on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to **strict child safeguarding principles**. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles.*