**UNFPAlogo**

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We are pleased to announce the following vacancy:

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| **VA 1516 Editor/Copy Editor** | |
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| **CLOSING DATE:** | **Monday 30 November 2015 at 15:00 hours of Bangkok time** |
| **DUTY STATION:** | Home based |
| **DURATION:** | **Up to 120 days as required within an 11 month period** |
| **ORGANIZATION UNIT:** | UNFPA Asia and the Pacific Regional Office |

1. **Background**

UNFPA’s Asia and the Pacific Regional Office (APRO) was established in July 2008 in Bangkok, Thailand, and provides a key link between UNFPA’s organization-wide vision, strategies, policies and analyses, on one hand, and the needs of the region and programme countries therein, on the other.

APRO provides leadership in positioning the agenda of [the International Conference on Population and Development (ICPD)](http://www.unfpa.org/public/home/sitemap/icpd/International-Conference-on-Population-and-Development/ICPD-Summary) at the forefront of poverty reduction and development strategies, policies, and debates throughout the region. It coordinates, oversees, supports and monitors the work of UNFPA’s [23 country offices in Asia and the Pacific](http://asiapacific.unfpa.org/public/cache/offonce/pid/2350;jsessionid=830BF1EF4C915688B22360E072D1B59B.jahia01), as well as Sub-Regional Offices in Suva and Kathmandu, aiming to strengthen the implementation of the ICPD Programme of Action and the Millennium Development Goals (MDG) according to national priorities.

The Regional Office also facilitates advocacy and policy dialogue to generate the political will and financial resources needed to achieve the goals of the ICPD Programme of Action, which emphasizes the integral links between population and development, focusing on meeting the needs of individual women, men and young people. The ICPD agenda underpins UNFPA’s work globally, and APRO is responsible for developing and maintaining strategic partnerships and regional networks to ensure broad ownership of the agenda in the region. This includes facilitating the exchange of knowledge and working to improve the quality of result-based management. In order to effectively implement and communicate its programming, APRO develops several knowledge management products, as well as manages an active web-site and social media presence.

1. **Overview of the Consultancy**
2. **Purpose**

APRO is seeking a consultant to provide editorial support in the production of its knowledge products and communications materials.

1. **Objectives**

* **To support the editorial process:**with a combination of creativity and excellent organization and meticulous attention to details, the editor supports the production of publications to ensure the editorial quality (literature style, formatting and grammar); liaises with the authors to finalize the texts; assists the Communications team and other APRO staff in coordinating and follow–up on mechanisms for quality control and for meeting agreed production deadlines with contracted publishing agencies, project partners and authors.
* **To edit, copy–edit and proofread:**the editor ensures the linguistic quality and typographic presentation of books, publicity documents and any other texts published in English, including online editorial content. He/she assists the Communications team in ensuring the quality of texts (structure, coherence of content, syntax, style, presentation) by editing and proofreading of the manuscripts and draft publications. He/she must ensure UNFPA quality assurance/standards are upheld.

1. **Scope of Work**

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| **Deliverable** | **Timeline** |
| As required, the editorial process for mutually agreed manuscripts and draft publications are supported and/or edited, copy-edited and proof-read. | **Up to 120 days as required over an 11 month period as required** |

1. **Qualifications and Technical Requirements**

* Advanced university degree or equivalent in Journalism, Communications, Philology, Public Health, and/or Law and specialization as an editor and/or copy editor, experience in creative writing is an asset.
* At least 5 years of related professional experience in editing, copy editing and publishing, preferably in the field of health and/or human rights. At least three years’ experience in writing. Experience of editorial processes is required.
* A working experience in this area within the United Nations or similar organization is required. A significant understanding of the nature of the documents and contents associated with complex UN and donor relationships in order to deliver focused technical documentation is required.
* Ability to work in a team and under pressure while strictly meeting deadlines.
* Strong writing skills in English.
* Must be detail-oriented and able to handle multiple tasks simultaneously
* Excellent computer skills including typing, online searching, and database experience
* Excellent knowledge of all Microsoft Office applications

1. **Work Setting**

The primary work setting would be the consultant’s home base (120 days). Access to the internet is required.

1. **Technical Guidance and Oversight**

The consultant, under the supervision of the Regional Direction and under the immediate supervision of the Communications Specialist with the support of the Regional Programme Specialist.

**How to apply**

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| Candidates should submit the following documents:  1. An application letter which states the candidate’s motivation to apply for this post  2. A curriculum vitae, and  3. A completed United Nations Personal History (P 11)  All the above documents must be sent by e-mail to [vac-robangkok@unfpa.org](mailto:vac-robangkok@unfpa.org) .  The P11 is available on the UNFPA websites at <http://www.unfpa.org/resources/p11-un-personal-history-form>  Please quote the Vacancy number **VA 1516 Editor/Copy Editor UNFPA APRO.** The deadline for application is : **30 November 2015, at 15:00 Bangkok time**  UNFPA will only be able to respond to those applications in which UNFPA has a further interest.  *UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balances gender distribution and therefore encourage women to apply.*  *We offer an attractive remuneration package commensurate with the level of the position.*  *Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.* |

**Date Issued: Monday, 16 November 2015**