

Publications Officer, Terms of Reference

United Nations World Water Assessment Programme

Contract type: Consultancy

Grade: Middle Level

Organization: UNESCO, Natural Sciences, Division of Water Sciences, UN World Water Assessment Programme (WWAP)

Deadline for applications: 23 May 2014

Duration: 11 months renewable

Background

Founded in 2000, The World Water Assessment Programme (WWAP) is a United Nations system-wide effort that monitors and reports on the status of global freshwater resources and their management. WWAP is hosted and led by UNESCO, and notably produces the annual United Nations World Water Development Report, collaborating with and reporting to the 36 UN agencies comprising UN Water.

The WWAP Secretariat is located in Perugia, Italy.

Description of position

Operating under the overall supervision of the WWAP Coordinator and the direct supervision of the WWDR programme Officer, in close collaboration with all members of the WWAP Secretariat, the Publications Officer is requested to collaborate in managing the workload and flow of the programme's publishing activities.

Core responsibilities include:

1. Contribute substantively to formulating/updating objectives, strategies and results-based budgeting for the WWAP Publishing Section and other outreach activities, ensuring alignment with WWAP mission and priorities.
2. Assist in coordinating editorial, prepress and production processes for all WWAP print and online publications, including the WWDR series (for WWDR2015 and WWDR2016) reprints and translations; prepare schedules, monitor budgets, assess time, costs and resources needed for publication projects.
4. Copyedit and proofread WWAP publications; draft or edit English communications material and other occasional news items, cover and promotional copy, reports, concept papers, proposals, letters, etc. as required by the WWAP management.
5. Assist in the selection and management of external contractors (editorial, translation, design and prepress, printing/CD-production); assist in prepare contracts.
6. Determine and communicate printing and CD-production requirements, act as contact point for printers, transfer appropriate files, monitor publications stocks and requirements, order reprints, arrange shipping of printed material.
7. Ensure compliance with UNESCO publications guidelines and related administrative procedures, prepare, collate and archive publications-related contracts, copyright permission forms, ISBN applications; update information on WWAP publications activities in the UNESCO Science Sector publications plan.
8. Monitor reproduction of WWAP publications and use of visual identity and logos; ensure design cohesiveness of publications, documents and promotional material; maintain graphics and photograph archives for print and Web reproduction.

Qualifications and experience

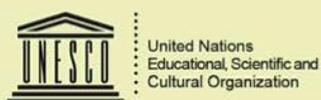
- Relevant tertiary qualifications in publishing, communications, journalism or equivalent.
- Highly developed editing skills and experience editing science-related publications, including editing charts, tables and figures. Experience in science editing at the international level and/or within the United Nations system would be an asset.
- At least four years' progressive publishing experience with a well-developed understanding of editorial and prepress processes and print production.
- Very good IT skills; strong knowledge of Microsoft Office, especially Word, Excel, PowerPoint; experience with prepress software, databases, content management and enterprise software applications.
- Demonstrated project management skills, experience scheduling, managing workflows, supervising publishing functions and coordinating workloads of graphic designers, editors and translators.
- Exceptional written and interpersonal communication skills and demonstrated ability to work in a multicultural environment.
- Excellent English is required. A working knowledge of French or Italian is desirable.

Key competencies

- Sound analytic capacities; ability to address complex concepts and to prepare written material in a clear, concise and meaningful manner with a high level of accuracy and attention to detail.
- Highly organized, able to effectively develop and manage own work programme with minimum supervision, to prioritize time and resources when working on multiple projects simultaneously, and to ensure that deadlines are met and work is completed efficiently.
- Ability to liaise effectively and professionally with senior management, colleagues, external collaborators, contractors and suppliers.

To apply (deadline for submission: 24 May 2014)

Please send a cover letter and CV to wwap.perugia@unesco.org with the subject line "Application for WWAP Publications Officer".



The United Nations World Water Assessment Programme

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