



Terms of Reference

IOC

Post title : **Consultant – publications/documentalist/editor**

Organizational unit: **UNESCO Intergovernmental Oceanographic Commission (IOC)**

Primary location: **Paris HQ**

Recruitment open to: **External candidates**

Type of contract: **Consultant contract**

Deadline: **10 October 2018**

Background and Main Responsibilities

Under the supervision of the Assistant Publication Officer of the Intergovernmental Oceanographic Commission of UNESCO, the incumbent will:

1. Follow up on the preparation of the documentation for the IOC Officers meeting scheduled on 15–18 January 2019 and the 30th session of the IOC Assembly scheduled from 26 June–4 July 2019 based on a strict schedule. The incumbent will provide regular updates on status to the Assistant Publication Officer and EO/IOC, upon request, and at least monthly as part of his/her report; format documents as required and assist with the registration of delegates;
2. Assist programme specialists with the preparation of the publications identified in the IOC publication plan and follow up on the implementation of the plan;
3. Develop an IOC internal publication process document based on the existing UNESCO publishing guidelines and taking into account the suggestions made during the preparatory meetings of the UNESCO Working Group on Operation Efficiency and their recommendations;
4. Based on an existing preparatory work, finalize a draft document that presents a clear definition of IOC series and submit it to the IOC programme specialists/Heads of Section before submission to the IOC Management Team Meeting; and develop specific identities of series in line with the visual corporate identity of the Commission and submit it to the IOC MTM;

5. Edit and publish Tsunami Unit reports of experts meetings (SCS, CA, Tonga-Kermadec, between December 2018 and February 2019), PTWS WG-SCS (March 2019), ICG/PTWS and ICG/CARIBE-EWS (April-May 2019); edit and publish the Tsunami Emergency Maps, Plans and Procedures (TEMPP) Manual (November-December 2018);
6. Edit the Spanish version of outreach IOC materials;
7. Update electronic inputs to the IOC country profiles developed by the IOC and IOC-owned contacts in CRM; develop the list of partner organizations; update the list of subsidiary body officers in a format compatible with CRM;
8. Carryout research of historical records of IOC material (documents and photos) as required;
9. Archive country files and files of the documentation office;
10. The incumbent shall report monthly on the progress of the above-mentioned tasks.

The above duties will be carried out on a full-time basis.

Required qualifications

Advanced university degree (master level or higher) in languages, linguistic, law or related field.

At least two years of professional experience in a publication and communication office.

Skills and competences:

- Knowledge of the publishing process, including revision and editing skills (experience with the use of UN terminology databases);
- Knowledge of UNESCO publishing environment and language services is an asset;
- Ability to format long and complex documents and publications;
- Demonstrated ability to translate, write and communicate in English, French and Spanish;
- Excellent research and problem solving ability, including preparing clear briefing notes and instructions
- Very good inter-personal skills and ability to lead internal consultations and build working relations within a multi-cultural;
- Ability to plan own work
- Ability to use Microsoft Office, Internet, Outlook, Adobe, MailChimp; UNESCO DUO applications is an asset;
- Languages: Very good knowledge of spoken and written English, French and Spanish.

Duration:

The work of the Consultancy is expected to last a maximum of 11 months. The appointment is non-career and does not carry any expectancy of renewal or conversion to another contract.

Taxes

UNESCO will not reimburse any taxes, duties or other contributions for which individuals may be liable in respect of any payments made to them under the terms of their contract.

Insurance

Individuals issued with a contract for individual consultants or other specialists are covered by UNESCO's insurance policy for work-related illness, injury, accidents or death whilst performing their official duties or travelling on behalf of the Organization. The insurance premium for the coverage, as determined by Pension and Insurance Section (HRM/SPI), must be included in the financial commitment for the contract.

Social Benefits

Individual consultants and other specialists shall be responsible for arranging, at their own expense, any medical insurance that they consider necessary during the contract period. Unless they are affiliated by virtue of their status as former staff members, they cannot be enrolled in the UNESCO's Medical Benefit Fund or United Nations Joint Staff Pension Fund. Individual consultants and other specialists are not entitled to paid annual or sick leave.

Please note that UNESCO is a non-smoking Organization.

How to apply?

Please submit a full CV (using the UNESCO template <https://en.unesco.org/careers/media/3705>), a motivation letter and a costed proposal (plan of work) for implementing the activities related to the main responsibilities described in this call, to : Ms Virginie Bonnet (v.bonnet@unesco.org) **by 10 October 2018 COB (Paris time).**