



POSITION TITLE:	Scientific Editor	GRADE LEVEL:	P-2
		DUTY STATION:	Rome
ORGANIZATIONAL UNIT:	General Fisheries Commission For the Mediterranean (GFCM)	DURATION *:	1 year (renewable for 3 years)
		POST CODE/N ^o :	Unidentified
		CCOG CODE:	10

**Applications from qualified women as well as from qualified nationals of non-and under-represented member countries are encouraged
Persons with disabilities are equally encouraged to apply
All applications will be treated with the strictest confidence**

DUTIES AND RESPONSIBILITIES

Under the overall direct supervision of GFCM Executive Secretary working with a high degree of autonomy and initiative, the incumbent will coordinate and support the overall process of production of publications and documents released by the General Fisheries Commission for the Mediterranean. In particular, the incumbent will

- review proofs and blueprints, ensure technical editing and formatting (desk top publishing) in accordance with established standards;
- coordinate peer- review of scientific documents;
- provide production costs of material submitted for publication by GFCM and its Subsidiary Bodies, in printed and electronic form;
- collaborate in the organisation of meetings and review meeting reports and scientific documents, ensure and coordinate translation in the required languages;
- liaise with FAO Meeting, Programming and Documentation Service and/or external providers to ensure that publications meet the requirements and are produced on time;
- strengthen quality control mechanism and check final material for printing and web publishing and ensure that material is archived appropriately;
- control and monitor the insertion of printed publications records in the GFCM website, the Electronic Information Management System (EIMS) and Document Repository in consultation with appropriate units;
- maintain GFCM mailing lists; provide lists for distribution and liaise with the Organization's distribution services for appropriate distribution of material;
- draft guidelines for the preparation of information products; prepare templates to ensure that the layout of GFCM material is consistent;
- when necessary, provide translation from English into French and vice versa of meeting documents, technical papers as well as official correspondence
- liaise as appropriate with relevant FAO services and GFCM bodies, providing advice and taking decisions concerning the production of meeting reports and documents for publication including information on guidelines, policies and terminology;
- maintain a bibliographic database of GFCM publications and documents, including the preparation of inputs to regional databases;
- perform other duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University Degree in publishing, editing, translation or related fields
- Three years of relevant experience in academic, scientific, or technical editing and publishing
- Working knowledge of English and French

SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent of experience in publishing , and editing scientific and technical documents
- Extent of familiarity with fisheries and aquacultures issues
- Relevance of academic qualification
- Extent of knowledge of computer systems including formatting and layout tools as well as documentation databases
- Quality of both oral and written communication skills
- Degree of creative thinking and content development skills
- Demonstrated initiative, ability to plan and organize work in a dynamic environment
- Knowledge of Arabic will be an asset

Please note that all candidates should possess computer/word processing skills and should be capable of working with people of different national and cultural backgrounds.

* **The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments**

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: <http://icsc.un.org/>

TO APPLY: Carefully read and follow the Guidelines to applicants

Send your application to:

V.A **FIPI-786-12-PRJ**

Abdellah Srour, Executive Secretary

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