



**Food and Agriculture Organization
of the United Nations**

CALL FOR EXPRESSIONS OF INTEREST Consultancy - Copy Editor

Vacancy No. IRC3588

Deadline for Applications: 11 October 2016

Contract duration: 60 days, ending on 30 June 2017 (with possibility of extension)

Duty station: Home based

Background

The International Plant Protection Convention (IPPC) is a multilateral treaty with 182 contracting parties deposited with the Director-General of the Food and Agriculture Organization of the United Nations. The purpose of the IPPC is to prevent the spread and introduction of pests of plants and plant products and to promote safe trade.

The IPPC Secretariat, based at FAO Headquarters, has the responsibility for the coordination of the IPPC work programme in three main areas:

- the development of international standards for phytosanitary measures (standard setting)
- the provision of information required by the IPPC and the facilitation of information exchange between contracting parties (information exchange)
- the provision of technical assistance, especially for capacity building, to facilitate the implementation of the IPPC (technical assistance).

Tasks and responsibilities

Under the direct supervision of the Standards Officer of the IPPC Secretariat the consultant will:

- Edit and revise draft and adopted International Standards for Phytosanitary Measures (ISPMs), including diagnostic protocols and phytosanitary treatments.
- Edit and revise draft and approved specifications for ISPMs.
- Edit and revise selected IPPC reports.
- Assist in the final formatting of adopted ISPMs, approved specifications and selected IPPC reports.
- Update the IPPC style guide as appropriate.
- Assist Secretariat staff to correctly apply the IPPC style guide for the processing of IPPC documents, by being available (virtually) to answer queries.
- Perform other duties as required.

Key performance indicators

- Draft and adopted ISPMs edited and formatted within established deadlines
- Draft and approved specifications edited and formatted within established deadlines

- IPPC Style guide updated and assistance in application provided as necessary.

Candidates should meet the following requirements:

Minimum Requirements - Education, Experience and Languages

- University degree in biology, entomology, agriculture or related field
- Minimum 5 years' experience as copy-editor

Technical Skills and Knowledge:

- Knowledge of phytosanitary terminology
- Fluency in English
- Expert knowledge of MS Word

Competencies:

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge sharing

Terms and Conditions:

Selected candidate will be employed on a personal services agreement for editorial services for an initial duration of 6 months, and with the option to be extended. The type of contract does not foresee any health insurance, pension or other entitlements.

Contract may be extended subject to satisfactory performance and availability of funds.

Additional Information

FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.

All candidates should adhere to FAO values of Commitment to FAO, Respect for All and Integrity and Transparency.

How to apply

All applications are to be made through FAO's [iRecruitment](#) system. Click on the link below to access [iRecruitment](#), complete your online profile and apply for this Call for Expression of Interest.

<http://www.fao.org/employment/irecruitment-access/en/>

In order for your application to be properly evaluated, please ensure that all sections of your iRecruitment account are completed. Incomplete applications will not be evaluated.

If you need help, or have queries, please contact: iRecruitment@fao.org