



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

Terms of Reference for Consultant /PSA ■

Minimum number of years of relevant experience required: 1yr ☐ 3yrs ☐ 5yrs ☒ 12+yrs ☐

Job Title:	English Editor		
Division/Department:	Publications Branch (OCCP)		
Location:	Rome, Italy		
Expected Start Date of Assignment:	End of September 2015	Duration:	11 months (renewable)
Reports to:	Pedro Javaloyes	Title:	Publishing Manager, OCCP

GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

Under the direct supervision of the Publishing Manager, the incumbent will support the development of FAO Publications. The English Editor will perform the following duties/functions:

- Follow the workflow of the English editions of main publications in terms of quality;
- Review texts in English of the different publications to ensure uniformity of style and terminology with FAO policy;
- Provide editorial experience to ensure that publications are relevant and interesting to a target audience;
- Identify technical publications for possible publication in other formats that may be more attractive to a wider general audience;
- Further develop FAO editorial tools, especially the Publishing Workflow System (PWS) in order to follow the quality control of publications;
- Advise on strategic product development and impact evaluation of FAO's publications;
- Any other duties as required.

REQUIRED COMPETENCIES

Minimum requirements:

- Advanced university degree in communication, social science, journalism, political science or a related field;
- At least five years of relevant experience in the editorial and publications field;
- English speaking mother tongue. Working knowledge of Spanish language would be an asset.

HOW TO APPLY

- Interested applicants are required to create an online Personal Profile form (PPF) in iRecruitment. To create the PPF, please follow the instructions available at: <http://www.fao.org/employment/irecruitment-access/en/>

Please upload to your Documents section an application letter stating your expression of interest and qualifications as well as a CV. In order for your application to be properly evaluated, please ensure that all sections of the on-line profile are completed.

The PPF should be sent via e-mail to: OCCP-VAS@fao.org

- **Deadline for submission of your application: 10 September 2015**
- Applications received after the closing date will not be given consideration. Only short listed candidates will be contacted.