ICIMOD Vacancy Announcement: Editor, Deadline: 4 January 2016

### Terms of Reference

**Title:**Editor

**Division:**Knowledge Management and Communications

[Apply Now](http://icimod.us10.list-manage.com/track/click?u=3a534d9cefa275a13e577ad8f&id=46f176e581&e=89fea12e1a)

Background

The[International Centre for Integrated Mountain Development (ICIMOD)](http://icimod.us10.list-manage.com/track/click?u=3a534d9cefa275a13e577ad8f&id=97a17debac&e=89fea12e1a) is a regional intergovernmental learning and knowledge sharing centre serving the eight regional member countries of the [Hindu Kush Himalayan (HKH) region](http://icimod.us10.list-manage.com/track/click?u=3a534d9cefa275a13e577ad8f&id=7bb5aa6ba6&e=89fea12e1a) – Afghanistan, Bangladesh, Bhutan, China, India, Myanmar, Nepal, and Pakistan. Our aim is to influence policy and practices to meet environmental and livelihood challenges emerging in the HKH region. To do this we bring together researchers, practitioners, and policy makers from the region and around the globe to generate and share knowledge, support evidence-based decision making, and encourage regional collaboration. ICIMOD delivers impact through its six [Regional Programmes](http://icimod.us10.list-manage1.com/track/click?u=3a534d9cefa275a13e577ad8f&id=e735aeb4b3&e=89fea12e1a) of Adaptation to Change, Transboundary Landscapes, River Basins, Cryosphere and Atmosphere, Mountain Environment Regional Information System, and Himalayan University Consortium. These regional programmes are supported by the four[Thematic Areas](http://icimod.us10.list-manage.com/track/click?u=3a534d9cefa275a13e577ad8f&id=a0bdc4a9e0&e=89fea12e1a) of Livelihoods, Ecosystem Services, Water and Air, and Geospatial Solutions and underpinned by[Knowledge Management and Communication](http://icimod.us10.list-manage.com/track/click?u=3a534d9cefa275a13e577ad8f&id=63a8b93b35&e=89fea12e1a). ICIMOD seeks to improve the lives and livelihoods of mountain women and men, now and for the future.

Knowledge Management and Communications supports the organization through preparation and distribution of technical publications and information materials, media-related activities, outreach events, content development, and maintenance of the internal and external websites, all in line with the ICIMOD branding policy.

Responsibilities and tasks

The Editor will carry out a variety of editorial tasks under the direct supervision of the Senior Manager, KMC, and in close consultation/collaboration with members of the Publications Team. S/he should have the knowledge of publishing and editing practices and should have excellent English writing and communications skills. S/he should have an instinct for organizing ideas and presenting them in audience-appropriate ways.

The Editor will carry out the following tasks:

        Evaluate branded items and ensure consistency of brand application and oversee the use of ICIMOD’s brand design in all areas of ICIMOD’s work;

        Oversee ICIMOD’s advice, selection, and production process for long-term publications (Pipeline) including the duties and responsibilities as Secretary of the Publication and Outreach Committee;

        Edit, finalise, oversee production, and ensure overall quality, logic and consistency of ICIMOD’s long-form publications including technical reports, journal articles and book chapters, and internal reports, including editorial rewriting and tailoring language for different users, and supervision of editing consultants;

        Proof reading publications and information materials;

        Edit press releases, general audience articles, media background materials, and other materials to enrich and update the ICIMOD website;

        Provide support as required for the smooth operation of ICIMOD’s publishing workflow;

        Edit/check all publications on logic and consistency in text and outreach;

        Provide other editorial support and undertake related duties as required.

Minimum Qualifications

        Master's degree or equivalent experience in English, Communications/Development Communication, Environmental Science, or related field

        Excellent written and spoken English

        Ability to work effectively in a team

        Ability to work independently with a strong sense of initiative, discipline, and self-motivation

        Ability to use common office and communication software

        At least five years of work experience in English-language publishing, editing, and writing in a professional environment.

Duration

Three years, of which the first six months is probation, with possibility of extension of contract, subject to performance and available funding.

Starting Date

As early as possible

Remuneration

Salaries and benefits of ICIMOD are competitive compared to other regional organizations; remuneration is commensurate with experience and qualifications.

Gender and Equity Policy

Qualified and eligible women candidates and those from disadvantaged backgrounds are highly encouraged to apply. ICIMOD implements a gender fair policy and is supportive of working women. It operates a Day-Care Centre at the campus and is committed to gender mainstreaming at the organisational and programmatic levels.

Method of application

Applicants are requested to apply online before **04 Jan 2016** through [ICIMOD's online application system](http://icimod.us10.list-manage2.com/track/click?u=3a534d9cefa275a13e577ad8f&id=fde78b44b8&e=89fea12e1a).

Only shortlisted candidates will be notified.