

VACANCY ANNOUNCEMENT No 2007/09/028

Date: 6 Sep 07

Post title: English Editor
Project: Publication of Women and Men in Afghanistan (a handbook on Baseline Statistics on Gender)
Type of contract: SSA (Special Service Agreement)
Nationality: International
Location: Negotiable – can be completed either remotely (via email) or in Kabul, Afghanistan if successful candidate is already in-country

Closing date: 20 Sep 07

I. Background:

The United Nations Development Fund for Women (UNIFEM) has been assisting the Ministry of Women's Affairs (MOWA) in developing a publication entitled, "Women and Men in Afghanistan: A Handbook on Baseline Statistics on Gender". The final draft of the handbook has been completed in September 2007, following consultations with the Adhoc Advisory Group for the same publication.

The next major process that will follow involves professional editing of the final draft of the handbook in English before it is printed, for which UNIFEM is contracting the services of a professional editor.

II. Output:

The major final output is a fully-edited version of the English draft, around 70 to 100 pages, free from errors and styled for easy reading of the targeted users.

III. Duties and Responsibilities:

The main responsibility of the Editor is to ensure that the final draft of the publication is professionally written, free of errors (both grammar and facts), and presented in user friendly, readable and understandable form. The specific duties and responsibilities are:

1. Review the final draft and edit for style, coherence, consistency and factual veracity;
2. Submit the edits to UNIFEM in track changes according to the agreed time frame;
3. If necessary, re-write portions of the publication, provided that the re-writing will be in consultation with UNIFEM;
4. Make recommendations on the lay out of the publication, including graphs, visuals or designs that would make it more readable and user- friendly; and
5. Note down and confer with UNIFEM on any questionable or doubtful facts/data in the publication;

It is understood that the Editor will consult with UNIFEM and consider its views on her/his outputs. S/he will also carry out other instructions that UNIFEM may give in order that the quality of the targeted outputs may be improved. The Editor will report directly to the duly designated representative of UNIFEM. The output of the Editor is the sole property of UNIFEM which has the lawful right to its ownership and disposition.

IV. Time Frame:

- ↗ Meeting with MOWA and UNIFEM on the draft of the Handbook – 1 day
- ↗ Editing of the draft of the Handbook - 12 days
- ↗ Integration of comments of MOWA and UNIFEM - 2 days

V. Qualifications:

- ↗ Excellent English writing and editing skills
- ↗ Excellent computer skills
- ↗ Familiarity with women's situation in Afghanistan
- ↗ Ability to work under pressure and deliver outputs on time
- ↗ Statistical knowledge is an advantage

VI. Submission of Application

Please submit a one-page cover letter explaining your interest and suitability for this position as well as an updated CV. Testing and interviewing will follow for short-listed candidates. Interested ***International***s should submit their application in writing (clearly indicating on the sealed envelope the vacancy announcement number) to:

UNIFEM office, UNDP compound, Shah Mahmood Ghazi Watt, Kabul, Afghanistan

Or, e-mail their application (indicating on the subject line the VA number and the title of the position applied for) to: Sherzad.khan@unifem.org

Please note that applications received after the closing date (**i.e. 20 Sep 07**) will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for a test and interview.

Female candidates are strongly encouraged to apply