



United Nations Institute for Disarmament Research
Institut des Nations Unies pour la recherche sur le désarmement

Palais des Nations
CH-1211 Genève 10
Switzerland
www.unidir.org

Position: English language editor

UNIDIR publications offer clear, forward-looking and accessible analysis on disarmament and security issues to a worldwide readership comprising disarmament and arms control experts, government officials, diplomats, researchers, academics and students.

Description of responsibilities

Working under the supervision of the Publications Manager, the editor will have the following responsibilities:

1. Overall responsibility for copy-editing manuscripts in accordance with UNIDIR's house style
2. Verifying references
3. Liaising with authors to resolve queries
4. Formatting texts in preparation for layout
5. Proofreading
6. Writing summaries and selecting keywords
7. Drafting or rewriting text as necessary
8. Participating in the work of the Institute as required

Qualifications required

Minimum three years of experience in editing and proofreading

University degree, preferably in international relations, political science or related field

Excellent knowledge of English grammar

Proven written communication skills

Good working knowledge of French desirable

Competency in electronic publishing, content management and design would be an advantage

Other relevant skills include: attention to detail; ability to work independently; good organizational skills; and strong commitment to deadlines.

Terms

The editor will work full-time at the Institute, located at the Palais des Nations in Geneva, Switzerland.

Salary: CHF 7,900 per month (the Institute is not responsible for medical insurance, pension, or relocation expenses).

Starting date: 1 June 2006

The duration of appointment shall be for an initial period of 6 months with the possibility of extension.

Application procedure

Applications should be sent by post to the attention of "Publications Manager", UNIDIR, Palais des Nations, 1211 Geneva 10, Switzerland. No applications will be accepted by e-mail.

Only complete applications (an introductory letter, CV, the name/contact details of three references, and two samples of previous work) will be considered. The introductory letter should note the earliest availability of the applicant. Deadline for submission of applications is Monday, 24 April 2006. Only short-listed candidates will be contacted.

No phone calls will be accepted concerning this position.

Note: Candidates who submitted a complete application in January need only to send a letter expressing their continued interest in the position.

About UNIDIR

The United Nations Institute for Disarmament Research develops practical ideas for building peace and security through forward-looking analysis on disarmament and security issues.

UNIDIR's activities address the entire security spectrum—human, regional and global security—and seek to strengthen linkages to areas such as human rights, humanitarian law and public health. The Institute's work encompasses a diverse range of issues, from small arms to weapons of mass destruction, from the reintegration of former combatants to preventing an arms race in outer space.

Through its research projects, publications, conferences and expert networks, UNIDIR serves as a bridge between decision-makers, researchers, practitioners, civil society groups, Member States and United Nations agencies to promote creative thinking and dialogue on both current and emerging security challenges.

Established in 1980 by the General Assembly as an autonomous institute within the United Nations, UNIDIR is based in Geneva, the international centre for security and disarmament negotiations, the Conference on Disarmament, and humanitarian agencies.

UNIDIR is funded by voluntary contributions from governments and foundations. This ensures the Institute's freedom to conduct impartial and balanced research and provide policy recommendations to actors in the United Nations system and beyond.