

Position: Editor, *Disarmament Forum*

The quarterly journal *Disarmament Forum*, published by the UN Institute for Disarmament Research (UNIDIR), offers 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. It is the sole regular UN publication dedicated to disarmament and security issues.

Description of responsibilities

Working under the supervision of the Editor in Chief, and in close cooperation with the translation and publications team, the editor will have the following responsibilities:

1. Overall responsibility for copy-editing English articles for *Disarmament Forum* in accordance with UNIDIR's house style
2. Verifying references
3. Liaising with authors to resolve queries
4. Formatting texts for layout
5. Laying out English and French texts, using PageMaker
6. Keywording all articles
7. Rewriting text or drafting as necessary
8. Participate in the work of the Institute as requested

Qualifications required

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

Minimum five years of experience in editing and proofreading

Fluent (native-level) English. Good working knowledge of French desirable

Knowledge of PageMaker desirable

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

Terms

The editor will work part-time (50%) at the Institute, located at the Palais des Nations in Geneva, Switzerland.

Salary range: from CHF 3,200 to CHF 3,600 per month, in accordance with qualifications and experience (the Institute is not responsible for medical insurance, pension, or travel expenses)

Starting date: As soon as possible

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

Application procedure

Applications should be sent as email attachments, with the subject line "Application: Editor" to disarmamentforum@unog.ch. No applications will be accepted by post.

Only complete applications (an introductory letter, CV, the name/contact details of three references, and two samples of previous work) will be considered.

Deadline for submission of applications is Friday, 24 June 2005. Only short-listed candidates will be contacted.

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.