

10/2018

JOB DESCRIPTION

Editor / Proof-reader (50%)

JOB SUMMARY

Reporting to the Media & Communications Senior Manager, the Editor / Proof-reader will ensure that the documents produced by or for the Communications department are accurate, coherent, consistent and appropriate for the target audience.

Reports to: Senior Manager, Media & Communications

Direct Reports: None

Travel: Not applicable

Location: IRU Geneva

RESPONSIBILITIES

- Revise and edit documentation produced by the Media & Communications Senior Manager and also by the Office of the Secretary General by correcting factual, logical, spelling, grammatical errors, as well as formatting and layout, to ensure that they are in accordance with the organisation's standards and guidelines ;
- Proofread documentation to ensure high-quality documentation (formal reports, letters, slides, etc.) ;
- Liaise with authors of the documents, as necessary ;
- Upon request and given availability, revise and edit documentation produced by all other departments within IRU ;
- Upon request and given availability, assist the Communications department with editing, proofreading, and writing, including hot content for the website.

QUALIFICATIONS & EXPERIENCE

- University degree or other relevant qualification in the English language or a related field ;
- Solid experience in proofreading, editing and revision ; experience in an international environment would be an asset ;
- Swiss or valid work permit.

COMPETENCIES, SKILLS & BEHAVIOURS

- English mother tongue and fluency in French are required, knowledge of any other language would be an asset ;
- Attention to detail and ability to work under pressure ;
- Knowledge and experience of working with non-native English speaking writers is an asset (or: is essential), including the capacity to quickly decipher and extensively re-write English drafted by non-native English speakers ;
- Excellent writing skills required ;
- Teamwork and treating confidential information with respect.