

TERMS OF REFERENCE (ToR)

## **Editorial Officer**

**Division:** Communications



ToR

## Position overview

The Editorial Officer is responsible for editorial tasks under the direct supervision of the Senior Editor and in collaboration with the creative teams. S/he would have experience of and interest in communicating a wide range of scientific disciplines for a variety of audiences, excellent writing and communications skills in English and familiarity with publishing and editing guidelines.

This is an exciting opportunity for someone who values delivering impact through communication, is passionate about mountains and people, and is committed to helping build a greener, more inclusive, climate-resilient Hindu Kush Himalaya as ICIMOD moves into its new Strategy 2030 period from 2023.

## Responsibilities

The Editorial Officer will be responsible for delivering results in line with the commitments we have made in our [Strategy 2030: Moving Mountains](#) and our latest four-year plan, [Medium-Term Action Plan V \(2023–2026\): Embracing Change and Accelerating Impact](#).

### **Editing, and writing:**

- Edit institutional communications, including restructuring, rewriting and proof-reading text; ghost write institutional messages (e.g., DG's and DDG's messages, op-eds, blogs) and produce content for institutional websites, reports and campaigns.
- Rapidly edit public communication (e.g., news digest, press releases, statements, and others) on demand.
- Explore, brainstorm, and co-write articles, blogs, and op-eds in collaboration with research colleagues.
- Develop publications and documents (e.g., flyers, posters, articles, news pieces, reports, video scripts, web content, ToRs, etc.)
- Assist with the editing, liaison, and finalisation of scientific and technical publications and documents.
- Ensure consistency in text, figures, tables, and references.
- Craft and edit social media messages and collateral and assist communications colleagues and the Media team in designing social media campaigns.
- Finalise and supervise text for layout, determining designers' workload (managing the design pipeline) resolving conflicts where necessary.
- Oversee the use and consistency of ICIMOD's branding.
- Evaluate publications to gain insightful feedback on knowledge products and incorporate into new communications and products.
- Provide editorial support and undertake related duties as required.

### **Manage the ICIMOD general publications dashboard, 'GenPubs'**

- Communicate with authors and design teams, triaging and prioritising urgent GenPub requests to ensure tight deadlines are met.
- Compile and analyse GenPub workflow and prepare key talking points from the editorial team for unit review presentations.
- Analyse and improve the operation of the GenPub workflow processes and protocols, and dashboard automation (in coordination with the Web team).

### **Institutional guidance and capacity building**

- Research and produce process documents, guides, and templates (including drafting in-house guides on style and writing) to improve organisation-wide capacity.
- Identify, explore, and implement editing processes and software and customise according to house style for the editing team.
- Prepare and conduct capacity-building training on editorial processes, effective writing, and standardised citation styles and formats.

## **Minimum qualifications and experience**

### **ESSENTIAL**

- Master's degree with a minimum of two years' experience in editing, writing, English language publishing, communications, public affairs, or engagement roles in a fast-paced professional environment. A first-level university degree in combination with four years of qualifying experience is accepted in lieu of the advanced university degree.
- Excellent written and spoken English
- Ability to grasp new, complex information quickly and distil it into communications content.
- Ability to work independently with a strong sense of initiative, discipline, and self-motivation
- Ability to use common office and communication software
- Excellent interpersonal and time-management skills

### **PREFERRED**

- Strong orientation in interdisciplinary approaches
- Knowledge of or interest in the languages and culture of the HKH region
- Experience working in an international organisation with people from a wide range of cultures and nationalities
- Skills and knowledge in a range of communication areas

## Reporting and supervising

The Editorial Officer will report to the Senior Editor. The Editorial Officer will also work in close collaboration with the Media, Web, and Creative teams in the Communications Unit.

## Location

You will be working in a cross-cultural, impact-oriented environment at ICIMOD's head office in Kathmandu, Nepal. Occasional travel in the HKH region will be required. Kathmandu is a lively and exciting place to live. People are friendly, living costs are comparatively inexpensive, food is delicious (with a range of local and international cuisines), and there are good local and international schools and a low crime rate. Nepal offers amazing trekking trails, white water rafting, and safaris, combined with a rich culture and charming yet lively nightlife.

## Duration

Two years, with a probation period of six months. There is a possibility of extension subject to performance and ICIMOD's future funding levels.

## Remuneration

This is an international position at ICIMOD. Remuneration is commensurate with experience and qualifications. Salaries and benefits at ICIMOD are competitive compared with other international organisations. We offer a comprehensive benefits package, which includes a provident fund, health insurance, severance pay, children's education grant, and paid leave (30 holidays and 10 public holidays per year).

For expatriates, there is a tax exemption in Nepal; they are responsible for their home country's tax payments. Expatriate staff are entitled to housing allowance, annual home leave ticket, shipment of personal effects, and an installation and removal allowance.

## ICIMOD's core values

Our core values are integrity, neutrality, relevance, inclusiveness, openness, and ambition. These values are an expression of our culture and are central to the guiding beliefs and principles of our work and behaviour. Our core values will lie at the heart of ICIMOD operations and delivery. They will underpin everything we do and frame how we work with our partners. They reflect our founding intentions and the balances we seek to hold, while equipping ourselves for the future.

## **Diversity, equity, inclusion, and safeguarding**

ICIMOD's human resource selection process is based on the qualifications and competence of the applicants. As an employer, ICIMOD is committed to promoting diversity, equity, and inclusion, and offers equal opportunities to applicants from all backgrounds and walks of life, including but not limited to gender, age, national origin, religion, race, caste, ethnicity, sexual orientation, disability, or social status. ICIMOD strongly encourages applications from all eligible applicants, especially women, from all parts of the HKH region.

ICIMOD is dedicated to establishing and upholding a safe and nurturing work environment, where all its employees can participate fully and meaningfully without fear of violence, harassment, exploitation, or intimidation. Any type of abuse or harassment, including sexual misconduct, by our staff, representatives, or stakeholders is not condoned or tolerated.

## **Background to ICIMOD**

The International Centre for Integrated Mountain Development (ICIMOD), based in Kathmandu, Nepal, is the leading institute for the study of the HKH. An intergovernmental knowledge and development organisation with a focus on climate and environmental risks, green economies, and sustainable collective action, we have worked in our eight regional member countries – Afghanistan, Bangladesh, Bhutan, China, India, Myanmar, Nepal, and Pakistan – since our foundation.

Entering our 40th year, ICIMOD is perfectly positioned to support the transformative action required for the HKH to face the challenges of the escalating effects of climate change, pollution, water insecurity, increased disaster risk, biodiversity loss, and widespread socioeconomic changes. We seek to raise our ambition to support the required transformative action to step up our engagement through to 2030.

## **Method of application**

Applicants are requested to apply online before November 14, 2023 (11:59 PM Nepal Standard Time) through [ICIMOD Vacancy Application Portal](#).

Only shortlisted candidates will be notified.