

Terms of Reference

Position

English language Editor

Duties and Responsibilities:

Under the general guidance of the requesting UNDP office or project staff, the incumbent will do the following:

- **Edit/rewrite English language versions of UNDP Azerbaijan publications, documents and other texts**
- **In close collaboration with the translator edit English language translations of UNDP Azerbaijan publications, documents and other texts originally written in local languages.**

Qualifications:

Preferably a native English language speaker, the incumbent should have the following qualifications:

- Advanced degree in communications, journalism or its equivalent in work experience.
- Excellent writing and editing skills;
- Broad knowledge of the UN system in general, and UNDP programmes and policies, in particular;
- Understanding of current development issues and trends;
- Sound editorial and journalistic judgment as well as political sensitivities;
- Ability to work well under deadlines;
- Excellent computer skills;
- Demonstrated willingness to work as part of a team.
- Knowledge of Azerbaijani and/or Russian an asset.

Application Deadline:

October 19, 2008

Terms of Application

Interested candidates should send their CVs only electronically to the following email address:

undp_eng_editor@vacancies.un-az.org

Contact Information:

For additional information you may wish to contact UNDP Azerbaijan Communications Manager Mr. Fargan Abbaszadeh at

Tel: (99412) 498 98 88 (ext.111)

Email: Fargan.abbaszadeh@undp.org

Note: UNDP is an equal opportunity employer