



ANNOUNCEMENT

BIOVERSITY INTERNATIONAL

For further information on Bioversity International, consult the Web page at <http://www.bioversityinternational.org>

Bioversity International undertakes, encourages and supports research and other activities on the use and conservation of agricultural biodiversity, especially genetic resources, to create more productive, resilient and sustainable harvests. Our aim is to promote the greater well-being of people, particularly poor people in developing countries, by helping them to achieve food security, to improve their health and nutrition, to boost their incomes and to conserve the natural resources on which they depend. The organization is active in over 100 countries worldwide, with more than 300 staff working from some 20 country offices. It is one of the 15 Future Harvest Centres of the Consultative Group on International Agricultural Research (CGIAR). Bioversity International's headquarters are located just outside Rome, Italy in Maccarese.

Bioversity is seeking to establish a roster of qualified professionals for contract work as:

Production Editor

The production editor's role is to provide editorial support by following production jobs through all phases of production, from receipt through editing, design, layout and production, including:

- Assessing material submitted— e.g., does it match with the specifications agreed for the publication? Is the material submitted complete? Are the graphics or other material submitted suitable for publication? What is the nature and extent of editing needed?— and liaising with originators, as necessary, to obtain missing material
- In consultation with the Information Dissemination and Communications Manager, deciding which tasks should be outsourced, and to whom
- Monitoring and following up the work of the contractors, in conjunction with the Production Assistant
- Reviewing the work submitted by the contractors, in conjunction with the in-house technical specialists, e.g., the Design Specialist and Layout Specialist for design and production issues, including checking proofs
- Certify completion of contractors' work for initiation of payment
- Providing editorial support and advice within the Publishing Unit
- Editing short texts, as needed.

Minimum qualifications and experience

- Excellent written and spoken English, equivalent to mother tongue
- Relevant university degree
- Minimum of 5 years of experience in substantive editing, copy-editing and proofreading scientific material in English
- Experience in preparing publications for printing, including knowledge of the requirements of DTP in-house and by external agents
- Knowledge of botanical and general scientific nomenclature and conventions for presentation of scientific material
- Good organizational and time-management skills
- Experience in working with ESL authors in a multicultural environment
- Excellent interpersonal skills
- Ability to interact effectively with an interdisciplinary and multicultural team

Desirable

Knowledge of or experience with issues in agriculture, biological sciences, or sustainable development in developing countries

Terms and conditions: Bioversity offers competitive rates. Contracts may be awarded on the following basis:

- To support a specific project
- Short term consultancy
- Temporary periods

Applications: A cover letter and curriculum vitae in English, with names and full contact details of at least two referees, including telephone, fax and email address, can be sent to: Human Resources Office, Bioversity International, Via dei Tre Denari 472/a, 00057 Maccarese, Rome, Italy, fax +39 066118341 or preferably online at ***bioversityvacancy@cgiar.org***. Please include 'Production Editor Roster' in the subject line of the e-mail message. Please quote source of advertisement.

Bioversity is an equal opportunity employer and strives for staff diversity in gender and nationality.

Women and candidates from developing countries are particularly encouraged to apply.

All received applications will be acknowledged, but will only be contacted when assignments arise.

*With effect from 1 December 2006, IPGRI and INIBAP operate under the name "**Bioversity International**", Bioversity for short. This new name echoes our new strategy, which focuses on improving people's lives through biodiversity research.*