



**UNITED NATIONS
UNIVERSITY**

Research Editors - Green Economy

Organizational Unit : United Nations University Institute for Natural Resources in Africa (UNU-INRA)

Reference Number : 2016/UNU/INRA/CTC/(GE)/01

Applications to : **By Hand Delivery:**
The Finance and Administrative Officer, UNU-INRA, 2nd Floor.
International House, University of Ghana Campus, Legon-Accra
By Email: recruit-inra@unu.edu

Closing Date : 15th June, 2016

United Nations University Objectives:

The United Nations University (UNU) is an international community of scholars engaged in research, postgraduate training and dissemination of knowledge in furtherance of the purposes and principles of the United Nations, its member states and peoples. It serves as a think-tank for the United Nations System, contributes to capacity building particularly in developing countries, and serves as a platform for new and creative ideas and dialogue. For more information please visit www.unu.edu.

The Institute for Natural Resources in Africa (UNU-INRA):

UNU-INRA is one of fifteen Research and Training Institutes and Programmes established by UNU worldwide. The mission of UNU-INRA is to strengthen the capacity of African universities and research institutions to conduct research and produce well-trained, well-equipped and motivated individuals, capable of developing, adapting and disseminating technologies that advance food security and promote conservation and efficient use of the continent's natural resources for sustainable development. For more information please visit www.inra.unu.edu

Background:

UNU-INRA, with funding from different donors including Canada's International Development Research Centre (IDRC), African Climate Policy Center of the United Nations Economic Commission for Africa (ACPC/UNECA), United Nations Environmental Programme (UNEP) and The World Bank, is undertaking a set of projects on green economy for Africa. The overall objective of these projects is to provide empirical evidence on how green growth strategies can, amongst others, influence employment, income generation, innovation, competitiveness, food security and social inclusion for Africa under four thematic areas:

1. *Green business*
2. *Resource efficiency, productivity and resilience*
3. *Biodiversity and ecosystem services*

4. Institutions and governance

*Under these projects, more than 200 research outputs (reports, working papers, policy briefs, books and training materials) have been produced with support from PhD Interns, Visiting Scholars, Homebased-Scholars and Consultants. To improve the readability as well as the technical and the grammatical accuracy of these research outputs for publication, **UNU-INRA is looking for more than 25 research editors.***

Main Responsibilities:

Each research editor will be assigned one (1) to four (4) research products for editing, depending on his/her capabilities. The main task of the consultancy is to assist in developmental editing, substantive editing, proofreading, copyediting, copywriting, and typesetting and page layout for print products in support of the publication of final, peer-reviewed UNU-INRA research products. More specifically, the editing consultancy is for:

- Rewriting - creating a new manuscript, or parts of a manuscript, using research and content supplied by UNU-INRA;
- Substantive Editing - clarifying or reorganizing a manuscript for content and structure, clarifying meaning, eliminating jargon, and other non-mechanical editing;
- Manuscript Critiques - evaluating the strengths and weakness of the literature and the writing style;
- Proofreading - checking typeset copies against the original manuscript to correct errors introduced during typesetting or multiple copyediting passes;
- Copyediting - editing for grammar, usage, spelling, punctuation, and other mechanics of style; checking for consistency of mechanics and for internal consistency of facts; inserting headings; editing tables for content and format; and inserting (or marking the location of) art, tables, figures, and lists;
- Perform any other duties as may be assigned by the Project Leader.

Candidate Profile:

Academic Background

- Advanced university degree (Master's or equivalent) in Economics, Governance, Communications, Social Sciences, Environmental Sciences, and any relevant field of study. PhD is preferred.

Professional Background

- Minimum of three years relevant experience in a publishing or research environment focusing on issues related to green economy, climate change, environmental sustainability, sustainable development, and institutions and governance;
- Practical experience in editing research outputs on issues related to climate change, green jobs, green business opportunities, resource efficiency and productivity, biodiversity and ecosystem services, institutions and governance.

Languages

- Excellent command of one of the two official languages of UNU-INRA (English or French) and excellent writing and communication skills.

Key Competencies:

- Self-management to effectively direct own activities toward the achievement of objectives/results;
- Good research skills, and excellent knowledge of the literature on green economy issues;
- Excellent verbal and written skills, along with copyediting and proofreading experience, are required.
- Familiarity with commonly used style guides (e.g., Chicago Manual of Style and AP Stylebook, plus scholarly citation formats) is required.
- Experience writing and editing for a policy audience is a major plus.
- Proficiency with Word and Adobe Acrobat Professional is highly desired.
- Knowledge of copyright and intellectual-property issues and familiarity with professional printing requirements; e.g., colors paces and ISO standards, is desirable.

Contract Terms:

Remuneration

Remuneration will commensurate with qualification and experience of the successful candidate.

Duration of contract

At his/her convenience, the successful candidate could work at UNU-INRA Headquarters in Accra Ghana or could work remotely from candidate's home country under the Consultant Contract (CTC) for a fixed period of two (2) to three (3) months for the above-mentioned consultancy.

Starting date

1st July, 2016 or as soon as possible.

Application Procedure:

Interested applicants should submit their applications, preferably by e-mail and must include the following:

- A cover letter setting out how the qualifications and experience match the requirements of the position;
- A curriculum vitae;
- Full contact information of two referees.

Due to the large number of expected applications, only short-listed candidates will be contacted. Unsuccessful applications can neither be acknowledged nor returned.

Notice:

The successful candidate will not hold international civil servant status nor be a "staff member" as defined in the United Nations Staff Rules and Regulations. **UNU does not sponsor a working visa for this position.**

Applications from suitably qualified women candidates from developing countries are particularly encouraged.