

Writing, Editing and Proofreading Services at United Nations Population Fund (UNFPA)

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

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UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA expands the possibilities for women and young people to lead healthy and productive lives. Since UNFPA started working in , the number – and rate – of women dying from complications of pregnancy or childbirth has been halved. Families are smaller and healthier. Young people are more connected and empowered than ever before. Too many left behind But too many are still left behind. Nearly a billion people remain mired in extreme poverty. Sexual and reproductive health problems are a leading cause of death and disability for women in the developing world

Scope of work:

The selected national and international consultants will work under the direction of the Regional Communications Advisor to write, edit and/or proofread English language documents, ensuring high quality content for publication purposes, in line with the following:

Writing

Gathering information on project-specific areas related to UNFPA's work

Writing drafts, editing and proofreading the drafts

Checking for conceptual or grammatical errors in drafts

Demonstrating excellent writing ability

Revising drafts as needed

Adhering to deadlines

Coordinating deliverables with UNFPA project staff

Basic copyediting

Ensure consistency of editorial style

Enter editorial changes to text and tables electronically using track changes

Check grammar (verb–subject agreement, dangling participles, incorrect or unclear use of pronouns, etc.) and punctuation for correctness and consistency

Check spelling for correctness, conformity to the UN Editorial Manual, and consistency

Eliminate jargon, wordiness and inappropriate abbreviations

Check references, cross-referencing, titles, names, captions, organizations, event titles, etc.

Propose editorial changes in documents for greater clarity or impact

Check and add web links as appropriate

Ensure consistency in brand style

Check for proper sequencing (such as alphabetical order) in lists and other displayed material

Prepare a list of proposed changes to figures or enter changes manually on a printed copy and scan the latter

Eliminate abbreviations as far as possible and ensure that essential abbreviations are spelled out at the first mention

Delete excessive italic, boldface, and quotation marks

Check spelling and presentation of Member States' names in accordance with the official list of Member State names

Check proper names (for cities, international conventions, conferences, nongovernmental

organizations, named individuals, etc.)

Edit chapter titles, sections, subsections, lists and table, figure and text box captions for brevity, consistency and parallel construction, and check numbering

Ensure that UN referencing style has been used for reference lists and bibliographies, and that the information for each reference is complete

Check that the titles of references cited correspond to the subject matter in the text at the point of citation

Check that any tables, figures, text boxes, annexes, and web annexes are correctly cited in the text

Check for and eliminate or query discriminatory language

Edit or prepare a table of contents

Prepare instructions for the graphic designer, if needed

Revise the material to take account of comments of reviewers.

Substantive editing

Perform all the tasks for a light edit, in addition to the following:

Rewrite text where necessary to improve flow

Change text and headings to achieve parallel structures

Ensure consistent style and tone

Ensure previews and summaries reflect content

Flag unclear or incorrect statements

Monitor the overall structure for logical flow and balance and advise/consult on how to rectify if necessary

Rewrite, reorganise, or shorten the text to improve logical structure or argument and make communication more effective

Draft new text as needed

Eliminate unnecessary and repeated material

Make suggestions on layout, as appropriate

Revise the material to take account of comments of reviewers and additional material supplied by the author(s).

Proofreading

Ensure consistency of written and visual content in line with the UN online editorial manual as a style guide

Review text files and page proofs and correct typographical or formatting errors

Ensure that page numbers, chart labels and captions are error-free

Ensure that changes made at the proof stage are accurately made by the designer.

Requirements

Experience

Essential:

A Master's degree and at least 7 years' relevant experience as a writer and/or editor at national or international level; alternatively, a Bachelor's degree with 9 years of experience.

Experience editing for United Nations agencies and/or intergovernmental organizations.

At least 6 samples of relevant previous work submitted with application.

Desirable:

Knowledge of sexual and reproductive health and rights programming, particularly for adolescent girls and young women, is an advantage.

Experience of writing and/or editing UNFPA publications and/or communication materials.

Skills:

Essential:

In-depth knowledge of current editorial techniques, procedures and publishing standards.

Excellent writing and editorial skills, and attention to detail.

Proven ability to work effectively and tactfully in an interdisciplinary, multicultural, and

multilingual environment.

Ability to work under pressure and respect deadlines.

Excellent administrative skills, and proven ability to use Microsoft Office applications and to conduct Internet searches.

Desirable:

Some degree of specialisation in one or more of the fields of activity of UNFPA.

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