Position: Language Editor
Reports to: Communications Coordinator
Supervision of: none
Starting date: ASAP
Duty Station: Home based
Travel: none
Duration and contract type: Part-time, 6 months, extendable - Consultancy
Eligibility: Only registered consultants can apply

About ACAPS
ACAPS is dedicated to helping humanitarians make better decisions. We want to put evidence at the heart of decision-making. To achieve this, we collaborate with a variety of partners across the humanitarian sector and beyond. We strive to be an evolving platform providing:

- Independent analysis to support evidence-based decision making for humanitarian operations.
- Deployment of experts to support assessments and analysis in crisis.
- Innovative approaches to collect more reliable and timely data and conduct rigorous analysis.

Purpose of the position
The post holder will ensure high-quality English-language consistency and accuracy across all ACAPS’ products. The selected candidate will ultimately contribute to ensure ACAPS is perceived as a leading voice on humanitarian needs analysis and assessment worldwide.

Role and responsibilities

Generic responsibilities:
- Supporting in the postproduction of ACAPS’ resources
- Contributing to ensure high quality publications and language consistency across the organisation

Specific responsibilities:

1. Postproduction
   - Perform English-language editing and proofreading of analytical products and resources.
   - Liaise with other team members to discuss and consolidate views.
   - Be responsible for the last review before publication.

2. Language consistency
   - Ensure high quality English-language consistency and accuracy for all ACAPS products.
   - Ensure implementation of ACAPS Style Guide and suggest changes for improvement.

3. Perform other duties as appropriate
   - Be available to review any other document produced by ACAPS.
   - Be available outside office working hours for urgent publications (upon request).

Critical interfaces:
- Closely coordinates and collaborates with content editors and reviewers
- Maintain regular contact with the rest of the team members involved in the postproduction phase

Competencies

Context/ Specific skills, knowledge and experience
- At least 5 years of proven working experience in writing, editing, reporting, and/or proofreading in English language, preferably within the humanitarian sector.
- Postgraduate qualification in language studies, social science, international development, communications, or any other relevant subject.
• English mother-tongue standard; excellent English-language writing skills.
• Expertise on standard ICT office support tools including spreadsheets, word-processing, presentation software, and layout.
• Understanding of the humanitarian sector and emergency response context, including traditional and non-traditional actors, is a plus.

Generic competencies
• Able to work under pressure, meet deadlines, and turn around material rapidly.
• Outstanding coordination, communication, and inter-personal skills, including capacity to persuade and influence others, convey information effectively, as well as adjust actions in relation to others’ actions.
• Demonstrated analytical skills and written clarity, including ability to understand complex concepts and problems and synthesize information.
• Critical thinking and attention to details.

Behavioural competencies
• Communicating with impact and respect
• Working with people
• Social Perceptiveness
• Active Listening
• Adapting and Responding to Change
• Adhering to Principles and Values

How to apply
To apply for this position please send your CV, a covering letter, and a proof of your consultant status to jobs@acaps.org with the mention “Language editor” in the subject.

The closing date for this position is 7 July 2020.