ICIMOD

Publication Coordination Officer (Editor)

Unit: Communication

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About ICIMOD

The Hindu Kush Himalaya (HKH) region stretches 3,500km across Asia, spanning eight countries – Afghanistan, Bangladesh, Bhutan, China, India, Myanmar, Nepal, and Pakistan. Encompassing high-altitude mountain ranges, mid-hills, and plains, the zone is vital for the food, water, and energy security of up to two billion people and is a habitat for countless irreplaceable species. It is also acutely fragile – and frontline to the impacts of the triple planetary crisis of climate change, pollution, and biodiversity loss.

The International Centre for Integrated Mountain Development (ICIMOD), based in Kathmandu, Nepal, is an international organisation established in 1983, that is working to make this critical region greener, more inclusive and climate resilient. For more information, read our Strategy 2030 and explore our website.

Position overview

The TechPubs Editor/Coordinator is responsible for editorial and managerial tasks under the direct supervision of the Senior Editor and in collaboration with the Editorial team. S/he should have excellent writing and communications skills in English, an instinct for organising ideas, and be able to package them in audience-appropriate ways. S/he would have a passion for research and science communications, and experience and skill in communicating complex ideas clearly and concisely. The role holder should have strong organisational skills and be familiar with publishing and editing practices.

The position has two components. The TechPubs Editor/Coordinator will edit and revise ICIMOD knowledge products with a particular focus on technical and scientific publications coming through the 'TechPubs' workflow. The TechPubs Editor/Coordinator will liaise with the Information and Library Manager to ensure the effective running of the TechPubs pipeline to shepherd ICIMOD manuscripts through the publication and layout processes, while ensuring they adhere to ICIMOD's publication or journal standards.

Responsibilities

The TechPubs Editor/Coordinator will be involved in delivering results in line with the commitments we have made in our Strategy 2030: Moving Mountains and our Medium-Term Action Plan V (2023–2026): Embracing Change and Accelerating Impact.

1. **Lead editing and editorial management of ICIMOD technical publications**
   o Edit, finalise, oversee production and ensure overall quality, logic, and consistency of ICIMOD's technical publications, including technical reports, internal reports, journal articles and book chapters, substantively editing and rewriting, tailoring language to different users as required. Liaise with creative teams on layout and final production.
2. **Ensure effective running of the ICIMOD technical publications workflow (TechPubs)**

- o In collaboration with the Information and Library Manager, monitor the dashboard, respond to requests from authors, liaise with the Editorial team, Design and Photo team as necessary; channel tasks to the external editors

3. **Under the supervision of the Senior Editor, manage external editing consultants and determine their workloads and timelines**, including:
   - o Leading editing and editorial management of general publications edited by consultants
   - o Leading the consultant editorial team (under umbrella contracts)
   - o Liaising between consultant editors and authors to make sure publication timelines and deadlines are adhered to
   - o Providing approvals for consultant editor payments to be processed

4. **Provide input for relevant communications and editorial polices and feedback on effectiveness**

5. **Support the conception and development of selected ICIMOD publications to ensure significant reach and impact of knowledge products**

6. **Evaluate publications to ensure consistency of brand application, oversee the use of ICIMOD's brand design in all publications, and resolve any issues and conflicts**

7. **Co-manage the Publications and Outreach Panel (PoP) and ensure its smooth functioning as its Deputy Secretary. Core responsibilities include:**
   - o Ensuring meetings are effectively organised and minuted
   - o Maintaining effective records and processes
   - o Upholding and maintaining the ICIMOD style, Publication Policy and guidelines, updating them as necessary
   - o Conducting plagiarism/iThenticate check as the first step in quality control
   - o Ensuring communications within the PoP Committee
   - o Managing double blind reviews for selected publications, and liaising with internal/external reviewers
   - o Communicating with PoP members and authors; liaising between external and internal reviewers and authors; supervise layout

8. **Liaise with the Directorate, and the Strategic Planning, Monitoring, Evaluation and Learning (SPMEL) unit to manage publication and delivery of all meeting documents for ICIMOD's high-level meetings including the Executive Board and the Programme Advisory Committee, in a timely manner and to the highest quality.**

9. **Support the Editorial team with editing general publications (GenPubs), including general audience articles, blogs, success stories, press releases, media background materials, speeches, op-eds and other materials, triaging and prioritising urgent GenPubs requests to ensure deadlines are met despite the large volume of work**

10. **As a team player, provide other editorial support, including writing, and undertake related duties as required,** including:
    - o Providing data and feedback on publications for institutional reviews

- o Liaising with the Communications Administration Associate for contracts and disbursement of payments with the Information and Library Manager for inclusion of publications in our digital library, HimalDoc, and information on publication and citation practices
- o Guiding the Editorial Associate's work
- o Contributing to writing training sessions and support for the technical and scientific teams
- o Assisting with editing donor reports within very short timelines when necessary
11. **Maintain and foster relationships across the institution and with external parties such as reviewers and consultant editors**

Minimum qualifications and experience

ESSENTIAL
- A Master's degree with a minimum of three years' experience in publication coordination, English language publishing, editing, writing, communications, public affairs, or engagement roles in a fast-paced environment; OR a Bachelor's degree with five years' experience
- At least three years working in communications in a science/research organisation, preferably with a focus on climate change, environment, sustainability, and development issues in mountain areas
- Excellent written and spoken English with an eye for detail
- Strong interest and experience in editing technical and /or scientific publications and demonstrable experience in communicating complex topics in a clear, coherent and concise manner
- Strong organisational skills and ability to work effectively in a team and independently
- Excellent MS Office skills, including Word, PowerPoint, etc., and desire to learn to use publication workflows or publication management tools

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- Skills and knowledge in a range of communication areas
- Strong orientation in interdisciplinary approaches
- Experience working in an international organisation with people from a wide range of cultures and nationalities
- Knowledge of or interest in the languages and cultures of the Hind Kush Himalaya region
- Experience with publication workflows or project management apps such and Asana, Slack, etc.

Reporting and supervising

TechPubs Editor/Coordinator will report to the Senior Editor, and will also work in close collaboration with the Head of Communications, the Information and Library Manager, the Editorial, Media, and Creative teams, the Communications Administration Associate, and the Communications Officers where relevant.

Location

You will be working in a cross-cultural, impact-oriented environment at ICIMOD's head office in Kathmandu, Nepal. Occasional travel in the HKH region will be required. Kathmandu is a lively and exciting place to live. People are friendly, living costs are comparatively inexpensive, food is delicious (with a range of local and international cuisines), and there are good local and international schools and a low crime rate. Nepal offers amazing trekking trails, white water rafting, and safaris, combined with a rich culture and charming yet lively nightlife.

Duration

Two year/s, with a probation period of six months. There is a possibility of extension subject to performance and ICIMOD's future funding levels.

Remuneration

This is an international position at ICIMOD. The starting annual gross salary for this position is USD 16,324/- (negotiable based on experience and qualifications). Gross salary comprises of basic salary, provident fund, family/post adjustment allowance, and child/dependency allowances. Salaries and benefits at ICIMOD are competitive compared with other international organisations. We offer a comprehensive benefits package which includes insurances (medical, life and accidental), children's education grant for maximum 2 children below 18 years of age, severance pay, paid leave (30 holidays and 10 public holidays per year) and day care facility.

For expatriates, there is a tax exemption in Nepal; they are responsible for their home country's tax payments. Expatriate staff are entitled to housing allowance, annual home leave ticket, shipment of personal effects, and an installation and repatriation allowance.

ICIMOD's core values

Our core values are integrity, neutrality, relevance, inclusiveness, openness, and ambition. These values are an expression of our culture and are central to the guiding beliefs and principles of our work and behaviour. Our core values lie at the heart of ICIMOD operations

and delivery. They underpin everything we do and frame how we work with our partners. They reflect our founding intentions and the balances we seek to hold, while equipping ourselves for the future.

Diversity, equity, inclusion, and safeguarding

ICIMOD's human resource selection process is based on the qualifications and competence of the applicants. As an employer, ICIMOD is committed to promoting diversity, equity, and inclusion, and offers equal opportunities to applicants from all backgrounds and walks of life, including but not limited to gender, age, national origin, religion, race, caste, ethnicity, sexual orientation, disability, or social status. ICIMOD strongly encourages applications from all eligible applicants, especially women, from all parts of the HKH region.

ICIMOD is dedicated to establishing and upholding a safe and nurturing work environment, where all its employees can participate fully and meaningfully without fear of violence, harassment, exploitation, or intimidation. Any type of abuse or harassment, including sexual misconduct, by our staff, representatives, or stakeholders is not condoned or tolerated.

Method of application

Applicants are requested to apply online before August 18, 2024 (11:59 PM Nepal Standard Time) through ICIMOD Vacancy Application Portal.

Only shortlisted candidates will be notified.