



March 2018

Job Opportunity – Publications Officer (Ref. IOE- Publications_Officer_2018)

The International Organisation of Employers (IOE) is the largest network of the private sector in the world, with more than 150 business and employer organisation members. In social and labour policy debate taking place in the International Labour Organization, across the UN and multilateral system, and in the G20 and other emerging processes, the IOE is the recognised voice of business.

The IOE advocates for regulatory frameworks at the international level that favour entrepreneurship, private sector development and sustainable job creation.

Who this role is for

Are you looking for a new challenge within an international organisation? Does the idea of working at the interface between the public and private sectors sound exciting? Are you a native English speaker and a strong supporter of multilingualism? Are you enthusiastic about the changing world of work and want to make a difference in an organisation that is transforming?

This full-time role is perfectly suited to someone keen to ensure the IOE produces publications to the highest of standards in English.

Job description

The IOE is seeking a full-time (100%, 40 hours per week) Publications Officer to work from its Office in Geneva. While your role will be housed in the Communications Department, you will be required to work across departments, particularly in collaboration with Policy Advisers. The role is designed to cover three main functions, that of: project manager, copy-writer, and editor/proof-reader. The Publications Officer role reports directly to the Head of Digital Communications.

Project Manager: your role includes, but is not limited to the following main tasks:

- Collaborate closely with Policy Advisers in developing the concept for IOE publications
- Define and implement a systematic approach to producing publications in-house, from conception to publication
- Manage the process of producing IOE publications from conception to publication by ensuring end user needs are understood from the outset; the target audience of the publication is identified; and the outcome objectives of the publication are clearly defined before putting pen to paper
- Co-define milestones and deadlines for each stage of the publication process, which are shared with Advisers and Communications Teams
- Oversee your collaboration with Policy Advisers to ensure contributions to publications take place at the appropriate stage in the project

- Collaborate with external service providers (in particular, translators and our graphic designer) to obtain quotes and oversee the publication process

Copy-writer: your role includes, but is not limited to the following main tasks:

- Produce copy in English for the IOE that is “translation-friendly”
- Develop and implement an in-house style guide and glossary of industry-specific terminology

Editor/proof-reader: your role includes, but is not limited to the following main tasks:

- Assure quality of English-language (British) written materials published by the IOE (including but not limited to: documents, reports, speeches, communications, news, events, social media posts)
- Use Adobe DC and/or InDesign to edit and/or update English-language IOE publications
- Ensure consistent messaging and accuracy (fact-checking)

Your profile

- You’ve got at least 2-4 years’ experience in public information, communications, international relations, public administration or a related field
- You’ve got some experience in managing publications projects
- You’re a native English speaker and fluent in French (knowledge of Spanish is a plus)
- You’ve edited and proof-read English-language copy countless times in your previous jobs and you’ve also worked with external translators
- You’re a savvy communicator and understand the importance of getting a message across to a non-native English-speaking audience
- You’ve handled an InDesign file before and have perhaps handled other tasks in applications in the Adobe CC suite
- You’ve got an eye for detail, so much so that your friends and colleagues always ask you to proof-read for them!
- You’re a defender of multilingualism and are adept at writing copy intended for translation into French and Spanish
- You’re up for challenges: you’re comfortable with working independently and completing a task with limited instructions, relying on your own capacity to lead and support a project through to completion
- You’re proactive and take initiative when you notice you can contribute more to a project
- You’re able to stay calm and work effectively in a team, despite tight deadlines or high amounts of pressure
- You’re excited about developing your skills and take leadership in your own learning
- You’re organised and have a high capacity of working on several projects at the same time
- You’re flexible and open to change. You stay motivated when priorities suddenly shift and stay focused on opportunities that change can bring.
- You’re adaptable in a rapidly-changing work environment.
- Ideally, you’re a Swiss passport or valid work permit holder

Conditions

- Starting date: as soon as possible
- Based in Geneva

- Full-time schedule of five days (40 hours) per week
- Working remotely one day per week will be possible after 3 months in the role
- Contract duration: open-ended
- Salary: competitive

How to Apply

Please send a *curriculum vitae*, the contact information for at least two references and a cover letter in English expressing why you are interested in the position to recruitment_2018@ioe-emp.com by 9 April 2018. Interviews will be held from 16-20 April 2018. Shortlisted candidates will be required to complete a written test as part of the interview process. Please note: only candidates who have been shortlisted will be contacted.