



The Graduate Institute of International and Development Studies (Institut de hautes études internationales et du développement, IHEID) is an institution of research and higher education dedicated to the study of world affairs.

The Graduate Institute of International and Development Studies is recruiting an

EDITORIAL MANAGER

—
PERIOD OF CONTRACT
UNTIL 31 DECEMBER 2017

ACTIVITY RATE
60 %

DEADLINE FOR RECEIPT OF APPLICATIONS
15 AUGUST 2015

General description of the position

International Development Policy (<http://devpol.org>) is a peer-reviewed journal that promotes cutting-edge research and policy debates on global development. At the interface between the academic and policy worlds, it publishes original contributions by researchers and reflective practitioners from developing, emerging and advanced economies. The target audience includes scholars, policy-makers, practitioners and students who are interested in international development and cooperation policies.

Among its outstanding characteristics are (1) its innovative, open access e-publishing policy, allowing for a wide outreach (2) its role as a platform between researchers, decision-makers and practitioners (3) the variety of products: special thematic issues, policy debates, live and online events.

The selected applicant will work in a small and dynamic team, in the area of scientific publishing.

Specifically, the editorial manager is expected to take charge of the following tasks:

- supervising the day-to-day operations of the publication and workflow (contacts with authors, reviewers, copy-editors, proof-readers, translators, graphic designers, publishers, internet specialists, etc.), ensuring production deadlines and academic standards;
- managing the work of the Journal's Research and Communication Assistant;
- ensuring the finalization of articles, incl. quality check and validation of the proofs;
- leading the marketing, outreach (hard and electronic copies) and promotional campaigns;
- organizing conferences, policy debates and other events promoting the Journal's content;
- preparing the documentation and reports for the Journal's editorial board members, funders, publishers and partners;
- administrative and financial management;
- representation at external events and with external partners.

The candidate's profile includes the following elements

- education in social sciences (MA or PhD level) with an interest in global development issues and policies;
- writing and communication skills, ability to communicate and liaise with a variety of stakeholders;
- solid experience in academic publishing;
- excellent written and spoken English with basic command of French;
- analytical and synthetical skills;
- strong organisational and management skills;
- ease with Social Media, editorial workflows and publishing softwares;
- rigour, interpersonal skills, and diplomacy.

Interested candidates should submit their application consisting of a motivation letter, a CV, work certificates and three references to employment@graduateinstitute.ch with the following reference **SP2015EM**

We thank all those who apply, however, only candidates selected for an interview will be contacted.