

TIER II STANDARD FOR EDITORS

INTRODUCTION

1. This grade level standard illustrates the application of the ICSC Master Standard (Tier I) to a specific field of work of the United Nations common system: **Editors**. It is divided into three sections:

- Definition of coverage;
- Summary factor rating chart;
- Grade level descriptions of typical duties and factor-by-factor evaluation rationales.

2. The Tier II standard for Editors was developed in consultation with the representatives of the organizations and the staff taking into account existing organizational structures and jobs within the United Nations common system. A first working group chaired by the secretariat and composed of editors from WHO, UNCTAD, ILO, FAO and a representative of FICSA was convened in Geneva (November 1987) to revise the draft standard. Due to lack of nominations, no working group was established in New York at that time. The CCAQ Sub-Committee on Job Classification conducted a preliminary review of the draft of the standard at its seventeenth session (April 1988) and requested the ICSC secretariat to prepare a revised draft on the basis of its comments; it emphasized the importance of the active involvement of the United Nations, as the principal employer of editors, in future work on the standard. Two subsequent working groups were organized: New York (April 1989) and Geneva (May 1989). These were composed of job classification specialists and editors from the United Nations, UNDP, UNICEF, ILO, FAO, WHO and UNIDO. With the agreement of CCAQ, the standard was cleared by correspondence with the organizations in November 1989.

3. The standard was promulgated by the Chairman of the International Civil Service Commission by delegated authority of the Commission on 6 February 1990.

I - DEFINITION OF COVERAGE

4. This section serves to confirm the appropriateness of the job to the occupational category and field of work. The coverage of the standard is defined by reference to (a) the Common Classification of Occupational Groups (CCOG) narrative description of the field of work; (b) a listing or description of occupations specifically excluded from the standard; (c) further clarification of the distinctions between Professional and General Service work in the field of work; and (d) technical, organizational or other issues which are specific to the field of work.

A. Inclusions - CCOG definitions

5. The field of work described in this standard is defined as follows:

1.O.02.Editors

Review and evaluate written material provided by contributors and make recommendations regarding acceptability for issuance or publication in one or more languages; commission or solicit material for publication; establish and revise editorial policy and guidelines; ensure that material is in conformity with the Organization's established policy and practices and with the appropriate mandate; correct manifest and query possible errors in original text; propose rearrangements, negotiate suggested changes with author; rewrite text for greater consistency, clarity and adherence to space limitations; ensure that phraseology, terminology and syntax are correct and that style is appropriate; edit text for substance and clarity, spelling, punctuation, grammar and continuity; ensure the accuracy of figures, dates and statistics through research, reference sources and consultation; verify the accuracy of statements, quotations and citations; verify conformity of other language versions with original text, advising other editors of changes needed in other versions; make recommendations with regard to presentation, including graphic material; control the relevance and accuracy of authors' and proofreaders' corrections on proofs; verify that copyright rules are observed and obtain the necessary rights and permissions; write articles or other texts, including abstracts and publicity material for sales promotion purposes.

6. More closely defined editorial work comprises the following areas of work and possible combinations thereof.

Selection and appraisal of manuscripts

- Reviewing and evaluating written material prepared by individuals or groups within or outside the Organization with a view to ascertaining whether it complies with the mandate under which it was prepared and to determine its suitability for issuance or publication under the Organization's auspices.

- Ascertaining that manuscripts have received the appropriate policy or substantive clearance for publication.

- Preparing recommendations for further substantive revision by the author, as and when required.
- Determining the most appropriate way of publishing approved manuscripts, bearing in mind the resources and facilities available, the desirability and possibility of issuing such works in one or more languages, the topical interest and effectiveness of the manuscripts, the publishing criteria and editorial policy of the Organization, the relevance of programme priorities and the justifications advanced in support of particular manuscripts.
- Determining languages of issue, with or without adaptation to the needs of target audiences in various parts of the world.
- Encouraging authors or units to provide material on subjects relevant to the Organization and/or to develop themes for periodicals.

Planning

- Planning the contents and sequence of a documentation and publications programme or parts of it, according to the types and means of production of the manuscripts selected, consulting or seeking clearance, as appropriate, from publication boards or committees or the senior official responsible for these matters.
- Preparing or obtaining all relevant cost estimates concerning the publications programme or any recurrent element of it, and relating editorial, revision, translation and other costs to the estimated incomes from sales.
- Scheduling and supervising the implementation of the editorial tasks involved and, if necessary, other downstream operations.
- Planning the content of a periodical or series, commissioning or soliciting contributions and supervising the implementation schedule of each issue.
- Coordinating with the originating units and with all other services concerned (translation, revision, typing, in-house reproduction, design, printing, marketing, public information, etc.) the implementation details in each case.

Copyright

- Ensuring that applicable copyright rules have been observed and securing any necessary approvals, rights and permissions, either directly or through the originating unit or the authors concerned.

Editing

- Correcting manifest or questioning possible errors of fact, logic, reasoning, calculation or continuity.
- Reviewing and rewriting text for clarity and precision to avoid unnecessary or incongruous statements, with due regard to space limitations.
- Reformulating or deleting statements likely to have adverse political, financial or other consequences for the Organization.
- Verifying the accuracy of facts, dates, acronyms, figures, formulae, symbols, statistics, quotations, citations and translations, through research, reference sources and consultation.
- Ensuring that tables, charts, maps and illustrations are properly and clearly presented and have the necessary headings, captions and notes.
- Improving the style of drafting, respecting the author's personal style where this is possible.
- Reviewing the meaning, applicability and adequacy of specialized concepts and terminology.
- Correcting faulty translations in passages quoted in the manuscript.
- Ensuring that other language versions conform with the original version.

All these steps require the adherence to established editorial standards and procedures and many of them require consultation with the author.

Monitoring production processes

- Ensuring that the authors' or proofreaders' corrections are necessary, relevant and acceptable.
- Giving final editorial clearance before the work goes to press.

Editorial revision

- Final revision by a senior editor of the work of other editors or of a revised translation.
- Establish and revise editorial policy and guidelines for application throughout the Organization.

B. Exclusions

7. The following types of Professional jobs are excluded explicitly from coverage:
- (a) Jobs in which the terms "editor" and "to edit" and any terms derived there from do not refer to the areas of work of a Professional editor as defined above, such tasks being regularly assigned and forming the main part of the work.
 - (b) Jobs that, either in the execution of the work or in the supervision of it, require primarily specialized skills for the production and marketing of printed material as follows:
 - Advanced knowledge of computer information systems (1.A.05).
 - Printing and related functions (1.A.07).
 - Graphic design (including the function of carrying out layouts of books or periodicals) (1.D).
 - Promotion and marketing (1.K).
 - (c) Jobs that primarily involve research, writing, drafting or condensing of reports (from uncoordinated or raw material) in connection with a technical programme or field project of a technical cooperation programme (1.O.07).
 - (d) Jobs that primarily involve writing carried out for programmes of information or promotion. Such positions are considered under the category of Public Information Specialists (1.A.08).

C. Distinctions between Professional and General Service work

8. The following set of principles are to distinguish Professional from General Service work; characteristics as outlined in either category should not be considered individually to determine the group which would be most appropriate for the responsibilities of points. In order to qualify for either category, posts should meet most of the following characteristics:

1.O.02. Professional editors

- (a) Are responsible for the style in which a manuscript is presented and how the substance is communicated. They ensure quality of output and compliance to editorial policies and practices.
- (b) Examine text for logic, validity, consistency and comprehension and ensure that the necessary corrections are made in consultation with the author or originating unit.
- (c) Are responsible for the entire text and its content in relation to the mandate of the Organization, suitability in context, treatment of sensitive issues and targeted audience.
- (d) Require specialized knowledge of substantive fields. At the most junior level such knowledge could be replaced by a thorough knowledge of editorial methods and a general knowledge of the Organization's field of interest.

Editing at the Professional level requires the ability to follow through the complete editorial process to finalization of manuscripts.

2.O.02 General Service editorial staff

- (a) Provide editorial support primarily by identifying errors in grammar, spelling and punctuation; by verifying facts, figures, dates and statistics, using standard reference sources; and by checking references and quotations.
- (b) Within a well-defined subject area, may prepare for issuance or publication a routine text, such as a newsletter or unofficial document, with a limited target audience and distribution.
- (c) Transform manner of presentation, e.g., from letter to article format.
- (d) Prepare cover pages, content pages and other front matter.

- (e) Require knowledge of and familiarity with house style and practices of the Organization rather than specialized knowledge of a substantive field.

Editing at the General Service level is generally limited to well-defined aspects of the editorial process and/or the coordination of administrative processes or procedures to complete the production of a text or publication according to established procedures.

D. Issues in the field of work

9. A number of organizations are involved to a large extent in the publication of materials for external use, while in other organizations the editing function is primarily directed towards the production of internal documents. The main editorial task in both instances is to transform written materials into publishable form, ensuring correct use of language and style. Distinctions in grade levels are largely based on the following factors:

- Type and importance of material edited.
- Nature and range of target audience.
- Depth of understanding required in order to present the text in a technically accurate and logical manner.
- Degree of independence in organizing work priorities, work-flow and meeting deadlines.
- Degree to which (re)formulating texts as well as originating and conceiving of novel ideas are required.

II - GRADE LEVEL DESCRIPTIONS AND EVALUATION RATIONALES

P-2 GRADE LEVEL

A. Description of typical duties

Under supervision, edits either a variety of texts of a general nature or texts of a more specialized nature in one well-defined field. Manuscripts edited are issued as documents of the Organization or in published form, are normally of limited political sensitivity and do not as a rule require extensive rewriting. Work is subject to revision and correction. Duties include:

- Ensuring that material adheres to established editorial standards and conforms with the Organization's policy and practices.
- Ensuring that phraseology and terminology are correct and that the style is appropriate to the target readership.
- Editing for continuity, logical arrangement, completeness, relevance of material, readability, clarity of expression, internal consistency, as well as spelling, punctuation and grammar, with due regard to space limitations.
- Verifying the accuracy of facts, figures, references, dates and statistics, as well as quotations, citations and translations, through research, reference sources and consultation and ensuring that the appropriate copyright rules have been observed.
- Identifying unclear or ambiguous statements for consideration by the author or supervising editor.
- Ensuring that the author's or proofreaders' corrections are necessary, relevant and acceptable.
- Verifying conformity of other language versions with the original version.

Depending on the structure of the editorial service concerned and the type of documents and publications involved, duties may also include:

- Monitoring progress of publications in preparation.
- Drafting assignments directly related to the work being edited.

B. Factor rating rationales

I. PROFESSIONAL KNOWLEDGE

H. Theoretical Knowledge

A level of theoretical knowledge equivalent to that obtained through a first university degree in a relevant discipline. Organizations may require a competitive examination for editors.

V. Practical experience

At least two to three years of related experience in editing, writing or manuscript preparation.

D. Language knowledge

Perfect command of the primary working language and proficiency in one additional working language.

II. DIFFICULTY OF WORK

H. Individual contribution

Analyses suitability of manuscripts in terms of clarity, accuracy, grammar, etc., and for adherence to the established practices and policies of the Organization; edits and revises text to improve meaning and presentation.

V. Complexity of assigned work

Assignments require the application of established editorial practices and procedures to either a range of texts of a general nature or to texts of a more specialized nature in one limited field.

III. INDEPENDENCE OF WORK

H. Guidelines

General guidelines are available in the form of editorial directives, drafting manuals, etc., but may not always be applicable to the texts under review.

V. Supervisory controls

All editing assignments are subject to review. Instructions are discussed before each new assignment. Incumbent independently follows standard work procedures; supervisor provides guidance on problems which may arise. Work is normally reviewed upon completion of a major phase for quality, accuracy and adherence to instructions.

IV. **WORK RELATIONSHIPS**

Internal

H. Skill

Contacts with authors, officials and other sources of information are to clarify, obtain and exchange information regarding text under review.

V. Importance

Contacts are with other editors and with officials of other departments throughout the Organization, but normally not outside the duty station.

External

H. Skill

Contacts with external reference sources are to clarify, obtain and exchange information regarding text under review.

V. Importance

Contacts are with external authors including members of delegations, libraries and other reference sources on routine subject matters.

V. **SUPERVISORY RESPONSIBILITY**

H. Responsibility for support staff

Work at this level does not normally involve full-time supervisory responsibilities although specific tasks may be assigned to secretarial and clerical staff.

V. Professional

Does not supervise the work of Professional staff.

VI. **IMPACT OF WORK**

H. Effect on work

Decisions are limited to use and clarity of language, the application of editorial directives on style and adherence to administrative instructions on the Organization's policies in manuscripts under review. Recommendations are made on technical aspects of editorial practice, terminology and publication.

V. Consequences of errors

While the majority of work is subject to further review, editorial errors and failure to detect inaccuracies or inconsistencies would cause loss of time of supervisor and/or other staff of the originating and/or work unit and may result in missed deadlines and the additional cost of making corrections.

P-3 GRADE LEVEL

A. Description of typical duties

Under general guidance, edits complex or technical manuscripts that are issued as documents of the Organization concerned or as publications, keeping in mind the need to meet specified deadlines. Work normally requires considerable understanding of particular substantive fields in order to present the material in a technically accurate and logical manner and to adapt it to the use and needs of the target audiences. The organization of work may require that some texts be issued without revision.

Duties include:

- Ascertaining whether the document as submitted complies with the mandate under which it has been prepared.
- Analysing the text so as to detect and eliminate any incongruous, irrelevant or redundant material.
- Editing, revising and rewriting complex texts of a specialized and technical nature in order to ensure accuracy, clarity, cohesion and conformity with editorial standards and the Organizations' policies and practices.
- Seeking clarification on ambiguities, technical or other matters requiring further explanation with a view to resolving problems through consultation.
- Providing guidance to junior staff members and external collaborators in matters of editorial policy, work programme or working methods.
- Providing information to authors or others submitting documentation on specific aspects of editorial practices and publication policy and assisting them in the preparation of manuscripts.
- Attending meetings in order to assist staff of substantive units with the drafting of documentation and reports and to provide advice on editorial matters.

Depending on the structure of the editorial service, etc., duties may also include:

- Selecting material for serial publication.
- Seeing the work through various stages of production.
- Drafting assignments directly related to the work being edited.
- Translation or revision to ensure conformity with other language editors.

B. Factor rating rationales

I. PROFESSIONAL KNOWLEDGE

H. Theoretical knowledge

A level of theoretical knowledge equivalent to that obtained through an advanced university degree in a relevant discipline. Organizations may require a competitive examination for editors.

V. Practical experience required

Over five years of professional experience at the national level or over two years at the international level in planning, writing, editing and production of documents or publications.

D. Language knowledge

Perfect command of the primary working languages and proficiency in one additional working language.

II. DIFFICULTY OF WORK

H. Individual contribution

Analyses suitability of content of materials for issuance or publication; edits, rewrites, reorganizes and abstracts texts to improve meaning and presentation.

V. Complexity of work assigned

Assignments include the editing of a range of complex or technical manuscripts. Work is complex in that the editing requires considerable depth of treatment and understanding of substantive fields in order to retain the original intention and factual content in a presentation appropriate to the target audience.

III. INDEPENDENCE OF WORK

H. Application of guidelines

General guidelines are available in the form of editorial directives, drafting manuals, etc., but may not always be applicable to the texts under review.

V. Supervisory control

Approach or desired results are indicated by supervisor or are determined by the structure of the Organization or the programme of work. Occasional guidance may be provided by the supervisor or are determined by the structure of the Organization or the programme of work.

IV. WORK RELATIONSHIPS

Internal

H. Skill

Contacts with authors, officials and other sources of information are to consult, discuss or correspond on matters that require clarification and persuade them to effect or accept corrections of perceived errors and ambiguities and suggestions for improvement of content and presentation.

V. Importance

Contacts are with officials of other departments throughout the Organization, but normally not outside the duty station.

External

H. Skill

Contacts with external reference sources are to clarify, obtain and exchange information and to consult on modification of text.

V. Importance

Contacts are with external authors, including members of delegations, with libraries and other reference sources.

V. SUPERVISORY RESPONSIBILITY

H. Responsibility for support staff

Work does not normally involve full-time supervisory responsibilities, although specific tasks may be assigned to secretarial and clerical staff. Editors at this level may provide

guidance to junior staff, consultants and external collaborators.

V. Responsibility for Professional staff

Does not supervise the work of Professional staff.

VI. IMPACT OF WORK

H. Effect on work

Decisions affect the presentation of substantive texts, including the correction of inaccurate or unclear passages and ensuring the correct use of technical terminology. Recommendations are made regarding style, format and content of the Organization's documents and publication programme and on technical aspects of publication or production methods.

V. Consequence of error

Editorial errors, if undetected, and failure to detect inaccuracies or inconsistencies would adversely reflect on the professional competence of the originating and/or work unit, would cause loss of time and incur the additional cost of making corrections.

P-4 GRADE LEVEL

A. Description of typical duties

Subject only to general editorial control or guidance and with considerable latitude for independent action, evaluates and edits a wide range of complex or technical manuscripts, keeping in mind the need to meet specified deadlines. In addition to a broader understanding and knowledge of a wider range of issues, which are typically of greater importance to the Organization, the responsibilities at the P-4 level differ from the previous level in the degree of independence in all aspects of the editing functions and in that editors at this level may review and revise texts of editors at lower levels.

Duties include:

- Evaluating the suitability of manuscripts for issuance or publication with particular reference to the mandate for the manuscript and the Organization's publishing policy, and taking into account quality, purpose and target readership. Recommending whether manuscripts be accepted, subject to varying degrees of editing, rejected or referred back, with supporting arguments, to the originating unit.
- Carrying out largely under own responsibility, the full editing required, including rewriting, abridging, simplifying or restructuring texts for greater clarity, readability, consistency and better logical sequence.
- Identifying and reformulating or deleting passages likely to have adverse consequences for the Organization, clarifying ambiguities and correcting substantive and other errors in consultation with the appropriate specialists, if deemed necessary.
- Determining presentation and layout in consultation with the originating units and technical specialists and providing final editorial clearance before the work goes to press.
- Responding to internal and external queries on editorial practice, providing technical advice and contributing to the establishment of editorial procedures and guidelines.
- Reviewing and revising texts of editors at lower levels and providing training and guidance to less experienced staff and contractual editors, supervising them as appropriate.
- Attending meetings in order to assist staff of substantive units and delegations with the

drafting of documentation and reports and providing advice on editorial matters.

Depending on the structure of the editorial service concerned and the type of documents and publications involved, other duties may include:

- Planning, scheduling and coordinating translations and production processes.
- Leading teams of editors and coordinating their work.
- Establishing the master text to be followed in other language editions, with or without adaption, as appropriate.
- Preparing programme and budget proposals and cost estimates relating to editorial tasks.
- Translation/revision (in this case the Tier II standard for translators and revisers refers).

B. Factor rating rationales

I. PROFESSIONAL KNOWLEDGE

H. Theoretical knowledge

A level of theoretical knowledge equivalent to that obtained through an advanced university degree in a relevant discipline.

V. Practical experience required

At least eight years of professional experience, of which a minimum of three years at the international level in planning, writing, editing and production of documents and manuscripts.

D. Language knowledge

Perfect command of the primary working language and proficiency in one additional working language.

II. DIFFICULTY OF WORK

H. Individual contribution

In addition to analysing the suitability of contents of highly complex and/or technical materials for issuance or publication, editing, rewriting and reorganizing manuscripts to improve meaning and presentation, reviewing and revising texts prepared by other editors, and assuming responsibility for technical accuracy, style and language.

V. Complexity of work assigned

Assignments include revising and editing a broad range of complex or highly technical manuscripts. Work is complex in that it requires considerable depth of treatment and a high degree of knowledge and understanding of a substantive field in order to retain the appropriate intentions and factual content in a manner suited to the target audience.

III. INDEPENDENCE OF WORK

H. Guidelines

Editors at this level must interpret and adapt existing general guidelines (editorial directives, drafting manuals, etc.) in editing and revising manuscripts of a highly technical complex or politically sensitive nature.

V. Supervisory controls

Determines approach within the framework of general editorial objectives. Work is performed independently and reviewed for conformity with the policies and objectives of the Organization. Particularly sensitive political or technical considerations may be referred to the supervisor for guidance.

IV. WORK RELATIONSHIPS

Internal

H. Skill

Contacts with authors and officials are to consult on content often prior to the editing, to advise on errors and ambiguous passages, to discuss and solicit future manuscripts and to provide guidance and direction in substantive fields of specialization to editors, originating units and others.

V. Importance

Contacts are with staff in the editorial section and with officials of other departments throughout the Organization, but predominantly within the duty station.

External

H. Skill

Contacts with external collaborators on matters of non-routine significance such as consultation on content, advising on errors and ambiguous passages, discussing interpretation of manuscript and soliciting contributions.

V. Importance

Contacts are with external authors, including members of delegations, and with consultants to discuss and advise on the acceptability of manuscripts and with libraries and other reference sources.

V. SUPERVISORY RESPONSIBILITY

H. Responsibility for support staff

Normally supervises one support staff member.

V. Responsibility for Professional staff

Normally supervises one or two junior editors.

VI. IMPACT OF WORK

H. Effect on work

Decisions relate to the presentation of manuscripts, the correction of inaccurate or unclear passages and the correct use of technical terminology, and determining whether authors, or specialists should be involved in correcting texts. Recommendations are made on acceptance or rejection of manuscripts and on the establishment of editorial procedures and guidelines.

V. Consequences of errors

Editorial errors may result in the issuance of corrigenda, which would reflect badly on the professional competence of the editorial unit. Failure to meet deadlines could cause damage to the Organization's programmes in terms of credibility, time and money. Errors in content or factual accuracy may distort the position of the author or misrepresent the Organization.

P-5 GRADE LEVEL

A. Description of typical duties

The incumbent plans, organizes and supervises the work of an editorial unit or units, in executing a documentation or publications programme that forms a substantial part of the work of the Organization. Sets deadlines and ensures that they are met. Ensures that documents and publications conform with the mandate of the relevant legislative bodies or the policies of the Organization and meet the required editorial standards. Provides senior management with advice and expertise on editorial policy and practices.

Duties include:

- Determining a documentation programme or establishing a publications programme in accordance with the appropriate mandates and taking into account the requirements of originating units and available resources.
- Establishing editorial practices and guidelines for the unit(s) and contributing to the establishment of Organization-wide policy.
- Setting priorities for the unit(s), planning, scheduling and allocating work to meet deadlines and required output, while maintaining editorial standards and supervising the editorial performance of the unit(s).
- Editing or revising selected highly sensitive texts and approving the editing of exceptionally difficult or complex manuscripts.
- Contributing to the establishment of recruitment criteria, including examinations; training or arranging for the training of staff and contractual editors.
- Recommending action on personnel, budgetary, procedural and other matters relating to the efficient operations of the editorial unit(s) concerned.
- Providing advice to management on editorial policy and problems and representing the office at both formal and informal meetings.

Depending on the size, structure and practices of the Organization, duties may also include:

- Advising delegates on editorial matters of potential political sensitivity.
- Discussing production techniques and advising on the appropriate use of new technology.
- Reviewing cost estimates for publications in relation to the estimated incomes from sales and contributing ideas for promotion.
- Acting as secretary to the body which reviews publications policy and programming, if such a body exists.
- Encouraging authors and units to provide material and/or developing themes for periodicals.

B. Factor rating rationales

I. PROFESSIONAL KNOWLEDGE

H. Theoretical knowledge

A level of theoretical knowledge equivalent to that obtained through an advanced university degree in a relevant discipline.

V. Practical experience required

At least 10 years of professional experience, of which a minimum of six years at the international level in managing and administering staff involved in writing, editing and production of documents or publications.

D. Language knowledge

Perfect command of the primary working language and proficiency in one additional working language.

II. DIFFICULTY OF WORK

V. Individual contributions

Plans, coordinates and directs the work of a unit or units that include senior editors. Determines the scheduling, content and publication of manuscripts and documents and establishes and formulates editorial directives and other guidelines to ensure the timely provision of high-quality services.

H. Complexity of assigned work

Final editorial responsibility for a broad range of complex and/or highly technical texts. Work is complex in that it requires considerable depth of treatment and a high degree of knowledge and understanding of substantive fields to ensure that the appropriate intentions and factual content have been retained in a manner suited to the target audience.

III. INDEPENDENCE OF WORK

H. Guidelines

Frequently adapts and interprets editorial directives and provides guidance and direction on unusual or complex matters and on issues of a highly technical or politically sensitive nature. Establishes editorial instructions and directives, which include new guidelines in the light of developments in publishing practices, reporting procedures and technology.

V. Supervisory controls

General guidance provided by supervisor or the relevant policy-making authority, leaving incumbent with broad discretionary authority on editorial issues of content, style, language and presentation. Final product in form of reports, documents and publications may be reviewed for attainment of objectives.

IV. WORK RELATIONSHIPS

Internal

H. Skill

Provides authoritative advice on final versions of publications, important reports and documents. Consults with authors and senior officials on content, scheduling and publication of manuscripts.

V. Importance

Contacts throughout the Organization, both inside and outside the duty station.

External

H. Skill

Represents the Organization in contacts with external collaborators and with senior members of delegations to determine final versions of documents or publications of importance to the Organization.

V. Importance

Contacts are with representatives of Member States to discuss politically sensitive issues, with external collaborators concerning highly sensitive or important manuscripts, and with

counterparts in other Organizations regarding editing and publication practices.

V. SUPERVISORY RESPONSIBILITY

H. Responsibility for support staff

Normally supervises between three and six support staff.

V. Responsibility for Professional staff

Normally supervises between four and eight Professional staff.

VI. IMPACT OF WORK

H. Effect on work

Decisions are taken to apply and interpret editorial guidelines and policy so as to ensure the quality of the Organization's editorial standards, on the suitability and acceptability of manuscripts and on technical aspects of editorial practice, terminology and publication or production methods. Proposals are made on style, content and presentation of the Organization's documents and publications and on publishing and editing practices of other editorial units to ensure a coordinated and consistent documents and publications programme.

V. Consequence of errors

Editorial errors can result in the inadvertent setting of precedents, which would contradict existing standards and thereby undermine the policy-making process and negotiations on editorial matters. Failure to meet deadlines could cause damage to the Organization's programmes in terms of credibility, time and money. Errors in content or factual accuracy may distort the position of the author or misrepresent the Organization.

D-1 GRADE LEVEL

A. Description of typical duties

With overall executive responsibilities, manages and directs an important documentation and publications programme addressed to a large audience. In overseeing the operations of a number of editorial units, determines the overall objectives and requirements in the medium and long term. Directs and approves the development and implementation of editorial and publication policies and provides authoritative advice to executive management and legislative bodies.

Duties include:

- Coordinating the formulation and monitoring the execution of the Organization's documentation and publications programme.
- Determining organization-wide editorial policy to ensure the highest standard of quality and cost-effectiveness of the Organization's documentation and publications programme.
- Advising executive management on all matters related to the documentation and publications programme, policy and procedures and representing the Organization at legislative, interdisciplinary and inter-agency meetings.
- Coordinating and integrating the documentation and publication activities with other programmes of the Organization and acting as secretary of the body which reviews publications policy and programming, if such a body exists.
- Analysing, coordinating, formulating, approving, submitting, negotiating and justifying budgetary and personnel proposals and managing the staff and contractual resources allocated to the functional area concerned.

Depending on the size, structure and practices of the Organization, duties may also include:

- Overseeing the promotion and sales of the publications programme.
- Encouraging outside publishers to issue local editions or translations of titles in non-official languages in the publications programme and negotiating the agreement for such editions.

B. Factor rating rationales

I. PROFESSIONAL KNOWLEDGE

H. Theoretical knowledge

A level of theoretical knowledge equivalent to that obtained through an advanced university degree in a relevant discipline.

V. Practical experience

At least 15 years' professional experience, of which a minimum of six years at the international level in planning and supervising staff involved in writing, editing and production of documents or manuscripts.

D. Language knowledge

Perfect command of the primary working language and proficiency in one additional working language.

II. DIFFICULTY OF WORK

H. Individual contribution

Directs and manages a documentation and publications programme, formulates long-term objectives and determines editorial policies to ensure the timely provision of high-quality services.

V. Complexity of assigned work

Work involves the execution of the documentation and publications programme of the Organization, requiring consideration of a broad range of organizational objectives and policies, based on a thorough knowledge and understanding of editing and publishing practices.

III. INDEPENDENCE OF WORK

H. Guidelines

Frequently adapts and interprets editorial directives and provides guidance and direction on unusual or complex matters and on issues of a highly technical or politically sensitive nature.

Determines editorial policies, which include new guidelines in the light of developments in publishing practices, reporting procedures and technology.

V. Supervisory controls

Minimal supervision and limited guidance provided by supervisor or editorial board or other policy-making authority. Assumes executive responsibility for quality of documentation and publications. Final product reviewed for effectiveness of documentation and publications programme and for attainment of objectives.

IV. WORK RELATIONSHIPS

Internal

H. Skill

Contacts include the provision of authoritative advice on all aspects of the Organization's editorial policies to senior officials throughout the Organization.

V. Importance

Contacts throughout the Organization, both inside and outside the duty station.

External

H. Skill

Represents the Organization in contacts with senior members of delegations and with external collaborators, to determine final versions of documents and publication of importance to the policies of the Organization.

V. Importance

Contacts are with representatives of Member States to advise on politically sensitive issues, with publishers and external collaborators concerning documents and publications of

importance to the Organization and with counterparts in other organizations and publication practices.

V. SUPERVISORY RESPONSIBILITY

H. Responsibility for support staff

Normally supervises between 5 and 10 support staff.

V. Responsibility for Professional staff

Normally supervises 9 to 20 Professional staff.

VI. IMPACT OF WORK

H. Effect on work

Decisions are taken to ensure the quality of the Organization's editorial standards, on the suitability and acceptability of manuscripts and on technical aspects of editorial practice, terminology and publication or production methods. Proposals are made on future activities and trends of the Organization's documentation and publications programme.

V. Consequence of errors

Errors in directing the editorial activities of the Organization would be injurious to the reputation of the Organization and may give rise to political controversy. Errors may also have long-term financial consequences by setting editorial precedents and could convey incorrect or inappropriate information to large audiences. Failure to maintain a high standard in the Organization's publications could lead to loss of revenue from sales.

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