**Council of Europe - External recruitment competition**

**English-language Copy-editor / Proofreader / Editorial Co-ordinator**

**Directorate General of Administration**

**Directorate of General Services**

**Documents and Publications Production Department**

**Location: Strasbourg**

Reference: e014/2020

Publication: 05/05/2020

Deadline: 16/06/2020

**Who we are**

With over 2000 staff representing all its 47 member states, the Council of Europe is a multicultural Organisation. We all strive towards protecting human rights, democracy and the rule of law and our three core values – professionalism, integrity and respect – guide the way we work.

The Council of Europe has its headquarters in Strasbourg (France) and has offices in more than 20 countries. See here for more information about the Council of Europe external presence.

**Your role**

As a Co-ordinator and English-language Proofreader, you will:

* perform professional-level linguistic and typographical preparation of manuscripts and proofreading of English texts, ensure correctness of style, spelling and syntax, and proper layout for publication in hardcopy or electronic form;
* make detailed comparison of English and French versions of texts to ensure that their content is consistent;
* draft technical specifications to ensure that publications are laid out in accordance with the visual identity of the Council of Europe;
* rewrite manuscripts drafted by non-native English speakers;
* maintain internal co-operation with staff in the graphic and production chain;
* manage and monitor progress of the work of the English editorial team in accordance with deadlines;
* report to your manager on the progress of activities and any problems encountered;
* ensure editorial quality control of publications prepared by other departments;
* advise and assist Council of Europe staff responsible for preparing various written materials;
* use IT co-ordination tools to ensure up-to-date information on the Editorial Unit’s work is available (PREMS, Excel work schedule, etc.);
* participate in the preparation and update of the Council of Europe English Style Guide;

In the context of outsourcing:

* manage and ensure quality control of the work of freelance English proofreaders;
* help select freelance proofreaders;
* inform freelance proofreaders about the “house” rules to be applied;
* allocate work on the basis of the availability, competencies and abilities of the freelance proofreaders;
* manage their administrative files (drafting of contracts, checking allocation of a PO for the work concerned and following up invoices);
* act as an interface between freelance proofreaders and Council of Europe departments on substantive or administrative issues;
* manage relations with and check the work of outside printers in compliance with the contracts awarded to them and the requests by customer departments;

In general:

* help to optimise working methods;
* keep all assignment-related information strictly confidential;
* keep linguistic and professional knowledge up to date;
* promote Council of Europe values, internally and externally.

**What we are looking for**

As a minimum, you must:

* hold a higher education degree (minimum Bachelor’s degree), preferably in the humanities (publishing, literature, languages, …); additional/supplementary training in publishing or courses related in the area is highly desirable;
* have a minimum of 5 years of relevant professional experience relating to copy-editing, proofreading and publication production;
* be of English mother-tongue or equivalent level in oral and written communication;
* have a very good knowledge of French;
* be a citizen of one of the 47 member states of the Council of Europe;
* be under 65 years of age at the closing date of this vacancy notice.

Demonstrate to us that you have the following competencies:

* Professional and technical expertise:

- consolidated experience relating to copy-editing, proofreading and publication production;

- experience in managing project outsourcing;

- English mother-tongue level or equivalent in oral and written communication;

- good knowledge of French with strong listening, communication and writing skills;

- advanced linguistic knowledge regarding terminology, spelling, syntax and style;

- sound computer skills (Word, Acrobat), in particular ability to use DTP and graphic design software (InDesign, PhotoShop, Illustrator, etc.).

* Planning and work organisation
* Concern for quality
* Service orientation
* Communication
* Teamwork and co-operation

These would be an asset:

* Analysis and problem solving
* Adaptability
* Initiative

**What we offer**

If successful, you may be offered employment based on renewable fixed-term contracts at grade B4. In Strasbourg, you will receive a basic monthly gross salary of €4122 which is exempt from national income tax. In our external offices different salary scales are used according to the cost of living conditions. This salary may be supplemented by other allowances depending on your personal situation and you will be affiliated to a Council of Europe pension scheme. You will also benefit from private medical insurance, 32 working days leave per year and other benefits (including flexible working hours, training and development, possibility of teleworking, etc.).

This competition is carried out in accordance with Article 15.b of the Regulations on Appointments (Appendix II to the Staff Regulations), which foresees renewable employment on fixed-term contracts. Details on conditions of employment (probationary period, salaries, allowances, pension scheme, social insurance, etc.) can be consulted on our recruitment website. Any changes to these conditions during the recruitment process are updated on this site and will apply at the time of the job offer.

If your profile matches our needs and you are not recruited straight away, you may be placed on a reserve list, valid for a maximum of four years.

**Applications and selection procedure**

Deadline for applications is 16 June 2020 (midnight French time). Applications must be made in English or French using the Council of Europe online application system. By connecting to our website www.coe.int/jobs you can create and submit your online application. Please fill out the online application form providing all requested details and explain how your competencies make you the best candidate for this role. It usually takes a few hours to fill in an application form, so please take this information into consideration while applying.

Only applicants who best meet the abovementioned criteria will be considered for the next stage, which will consist of assessments and an interview. Further information on the assessment process will be provided to the selected candidates in due course. The tentative dates for each stage of the recruitment process will be found on our website.

As an equal opportunity employer, the Council of Europe welcomes applications from all suitably qualified candidates, irrespective of sex, gender, marital or parental status, sexual orientation, ethnic or social origin, disability, religion or belief. Under its equal opportunities policy, the Council of Europe is aiming to achieve parity in the number of women and men employed at all levels in the Organisation. In the event of equal merit, preference will therefore be given to the applicant belonging to the under-represented sex in the grade. During the different stages of the recruitment procedure, specific measures may be taken to ensure equal opportunities for candidates with disabilities.