

## Center for International Forestry Research

**The Center for International Forestry Research (CIFOR)** is a leading international forestry research organization committed to conserving forests and improving the livelihoods of people in the tropics. With Headquarters in Bogor, Indonesia and offices in Asia, Africa and South America, CIFOR works in over 30 countries worldwide and has links with researchers in 50 international, regional and national organizations. CIFOR is a member of the CGIAR (Consultative Group on International Agricultural Research).

CIFOR is looking for a dynamic and creative **Writer/Editor**.

### **Profile**

Committed plain-language writer/editor. Passionate about environmental and poverty issues. Outstanding English writing and editing skills. Highly organized, committed to client service.

### **Principle accountability**

Under the direction of the Director of Communications, provide a consistent and powerful brand image through written communications, ensuring all written communication materials are well conceptualized and written to meet the needs of target audiences. Develop, implement, evaluate and continuously improve CIFOR's capacity to inform and influence audiences through written communications.

### **Responsibilities**

Reporting to the Director of Communications, she/he:

- Assess CIFOR's publication needs and develop and implement an annual publication plan
- Assess and prescribe appropriate style, form, reading levels to meet needs of various audiences
- Evaluate effectiveness of CIFOR publishing activities
- Lead the development and refinement of CIFOR's publishing policies and processes
- Write, edit and proofread external and internal communication products, including speeches, press releases, articles, web text, advocacy materials and major publications
- Work closely with graphic designers and web team members to develop reader friendly, attractive communication products and channels
- Serve as secretary of CIFOR's publications committee
- Provide plain language writing skills training and communications consultation
- Develop and manage a roster of writers, editors and proofreaders
- Ensure all written communication products meet CIFOR's quality standards
- Perform related tasks as required

### **Terms of Employment**

- CIFOR offers an internationally competitive salary and expatriated benefits package.
- Duration of appointment: 3 years with a possibility of extension contingent upon performance, continued relevance of the position and available resources
- The position is based in Bogor, Indonesia; international travel is required.

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### Requirements

- Degree in degree in communications, journalism, or a related discipline
- Five years professional experience as a writer and editor in a highly disciplined communications environment
- Superb English-language writing and editing skills
- Ability to rapidly grasp and interpret complex scientific concepts and present them to various audiences
- Proven ability to assess audience requirements and to prescribe appropriate style, form and reading level
- Experiencing evaluating and improving publishing programs
- Responds well to pressure
- Strong negotiation skills
- Strong client service attitude
- A team player with excellent interpersonal and communication skills.
- Able to work effectively in a cross-cultural and multidisciplinary environment.
- Values the sharing of information and continuous improvement in a cooperative atmosphere of constructive evaluation and learning.

### Application Process:

Applications will be accepted until a suitable candidate is identified. **Interviews** will be held **in Bogor, Indonesia**. All applications will be acknowledged, however only short-listed candidates will be contacted. All correspondence will be held in confidence. Letter of interest and curriculum vita should be sent to:

**Human Resources Department, CIFOR**

E-mail: [cifor-hr@cgiar.org](mailto:cifor-hr@cgiar.org)

(Please indicate the position in the email subject line)

The above announcement is posted on CIFOR web site.

To learn more about CIFOR and living in Indonesia, we invite you to visit:

<http://www.cifor.cgiar.org>

**CIFOR is an international and equal opportunity organization.**

**Staff diversity is central to our success.**