

### Description:

The International Water Management Institute (IWMI), a CGIAR Research Center is seeking a dynamic and multi skilled candidate to join its headquarters in Battaramulla, Sri Lanka, as a Copy Editor.

The Copy Editor will be responsible for the editing and proofreading of scientific and research publications of IWMI, working closely with authors and researchers globally. The incumbent will work under the overall guidance of the Head of Publications, within the Communications and Knowledge Management team.

### Duties & Responsibilities:

- Edit research publications (reports, briefs, papers, articles, monographs, etc.), brochures, fact sheets and other documents in English.
- Ensure consistency with IWMI content guidelines and editorial standards, including format, spelling, grammar and publication style.
- Work closely with researchers to advise them, understand their requirements and deliver high-quality edited documents within agreed deadlines.
- Support and improve the writing of authors with a weaker understanding of English.
- Assist the designers in the production of high-quality layouts for publications and communication materials.
- Proofread layout proofs prepared by designers using Adobe Acrobat Pro or Adobe InCopy and mark up any necessary corrections.
- Update relevant files and folders in Microsoft SharePoint in a timely manner and track progress in project management tools.
- Check publication proofs received from printers and communicate any issues to the Administrative Officer.
- Perform other duties as required.

### Educational Qualification & Experience Required:

#### Essential

- A degree in English, communications or journalism.
- At least 5 years of editing experience.

#### Desirable

- Experience in the context of research or a closely related area, in a recognized organization.

### Knowledge, Skills & Abilities Required:

#### Essential

- Excellent knowledge and understanding of English spelling, punctuation and grammar.
- A large broad-based English vocabulary.
- Attention to detail and accuracy.
- Ability to take initiative and work with minimal supervision.
- Ability to effectively establish priorities, plan, organize and monitor own work in a multi-task environment.
- Excellent knowledge of Microsoft Office applications, in particular Microsoft Word styles, formatting options and Track Changes.
- An understanding of web-based publishing and metadata standards.
- Excellent service approach.
- Good interpersonal skills and the ability to work in a multidisciplinary, multi-institutional and multicultural environment, with sensitivity and respect for diversity.

#### Desirable

- Knowledge and experience working with Adobe InCopy.
- Basic knowledge of Adobe InDesign.

### Benefits

This is a nationally recruited position and only Sri Lankan nationals will be considered. IWMI offers a competitive salary and benefits package, inclusive of health insurance, life insurance, accidental death and dismemberment (AD&D) insurance, and long-term disability coverage. The duration of the contract will initially be for a period of three years with the possibility of extension.

**HOW TO APPLY:** Apply for the position by following the application instructions at [www.iwmi.org/jobs](http://www.iwmi.org/jobs). We will be accepting applications through 24:00 (IST) on October 25, 2024 (applications will be reviewed on a rolling basis). Your application must include a CV, cover letter, and three (3) references, which may be contacted if you are shortlisted. Receipt of all applications will be acknowledged, but only short-listed candidates will be contacted.

The International Water Management Institute (IWMI) is an international, research-for-development organization that works with governments, civil society and the private sector to solve water problems in developing countries and scale up solutions. Through partnership, IWMI combines research on the sustainable use of water and land resources, knowledge services and products with capacity strengthening, dialogue and policy analysis to support implementation of water management solutions for agriculture, ecosystems, climate change and inclusive economic growth. Headquartered in Colombo, Sri Lanka, IWMI is a CGIAR Research Center with offices in 14 countries and a global network of scientists operating in more than 30 countries. [www.iwmi.org](http://www.iwmi.org)

*IWMI believes that diversity powers our innovation, contributes to our excellence, and is critical for our mission. We offer a multi-cultural, multi-color, multi-generational and multi-disciplinary working environment. We are consciously creating an inclusive organization that reflects our global character and our commitment to gender equity. We, therefore, encourage applicants from all cultures, races, ethnicities, religions, sexes, national or regional origins, ages, disability status, sexual orientations, and gender identities.*