

Vacancy Announcement: Editor Consultant

Date issued: 9 January 2019

Organization: Kimetrica

Closing date: Open until filled

About Kimetrica

Kimetrica is a social enterprise with a mission to increase the effectiveness of spending in the social sector. We provide software to support evidence-based humanitarian decision-making and learning. We help governments and non-profit organisations increase the impact and efficiency of their social investments, enhance accountability, manage critical risks, and build donor or taxpayer confidence.

About the Position

Kimetrica is seeking Editor Freelance Consultants to join our publications team. Working closely with our advisory, training, research and marketing/business development services, the Editor will be responsible for ensuring that all Kimetrica online and paper publications meet the highest industry standards. Kimetrica produces project proposals, web content, training materials, research publications and concise policy briefs. The candidate will have experience in both print and online publication. A background in graphic design with in-depth experience in a range of visualisation products—including graphs, charts, tables, maps and infographics—is essential. Excellent, precise English language writing skills are essential. The position reports to the Head of Research.

Tasks

- Manage publication workflows, across departments, to ensure timely delivery
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- Language editing (English) and/or ensuring that all publications undergo scrupulous language editing by external contractors
- Application of Kimetrica and client branding standards
- Assist in development of impactful visual products
- Ensure a cohesive “voice” across written and visual products

Experience and qualifications

- University degree in communications or related field
- A minimum of three to five (3-5) years assisting in publications (writing, formatting, proofreading, editing and producing)
- Excellent written English language skills

- Information technology (IT) literate and able to use PC software effectively
- Ability to create meaningful data visualisations and infographics from data
- Extreme attention to detail with impeccable production skills
- Ability to work independently and collaboratively
- Evidence of community service / substantial voluntary work and commitment to social issues
- Preferred: understanding of web standards, including HTML, CSS, JavaScript and relevant code libraries, such as JQuery and D3.js, a plus.
- Preferred: knowledge of Moodle or equivalent learning content management tools

Application:

To apply, please send cover letter and resume to: jobs@kimetrica.com Include recent salary history. Note that Kimetrica will only contact eligible candidates for interviews.