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(Announcements)

ADMINISTRATIVE PROCEDURES

EUROPEAN FOUNDATION FOR THE IMPROVEMENT OF LIVING AND WORKING CONDITIONS

NOTICE OF OPEN SELECTION PROCEDURE

MANAGING EDITOR

REFERENCE: EF-TA-12-05

(2012/C 101 A/01)

The European Foundation for the Improvement of Living and Working Conditions (Eurofound), based in Dublin, Ireland, is seeking to recruit a Managing Editor.

Working within the Information and Communication Unit, reporting to and collaborating closely with the Head of Information & Communication, the Managing Editor will be primarily responsible for:

— developing (in collaboration with the research teams) the annual publication programme on the basis of communication priorities and research outputs,

— overall coordination and implementation of the publication programme including writing, commissioning, editing, revision, proofing, translation, typesetting and print,

— writing and editing of Eurofound publications and for the Eurofound website,

— managing a small publication team including editors and other publication staff,

— providing high-level support to the Head of Information and Communication in developing communication activities,

— undertaking other Information & Communication duties and responsibilities as directed.

The competition is open to candidates who:

— are citizens of one of the Member States of the European Union,

— are entitled to full rights as a citizen,

— have fulfilled any obligations imposed by the laws concerning military service,

— have a thorough knowledge of one official language of the European Union and a satisfactory knowledge of another language of the Union. As English is the main working language of Eurofound and given the nature of this post, a very high level of English is required (at least level B2 in the Common European Framework of Reference for languages),

— have a level of education which corresponds to completed university or postgraduate studies of at least four years in the social sciences or in scientific or economic journalism,

— have a minimum of 4 years of relevant post-graduate professional experience.

The successful candidate will be recruited to Function Group AD, Grade 6, as Temporary Agent with a contract of indefinite duration. The reserve list of candidates set up from this procedure may also be used to fill Temporary Agent fixed-term and Contract Agent (Function Group (IV) vacancies with a similar profile.

Full details of the post as well as the application and selection procedures can be downloaded from the Eurofound website vacancies page:

http://www.eurofound.europa.eu/about/vacancies/index.htm

All applications must be submitted on the official application form which can also be downloaded from the website.

Deadline for applications: 3 May 2012.