



EDITORIAL INTERNSHIP

Background

The South Centre is offering the opportunity for young professionals, especially from developing countries, to undertake an editorial (communications) internship.

Achieving the Sustainable Development Goals (SDGs), particularly poverty eradication, requires national policies and an international regime that supports and does not undermine development efforts. The South Centre is an intergovernmental policy research think-tank composed of and accountable to the countries of the South. It conducts policy-oriented research on key policy development issues, and supports developing countries to effectively participate in international negotiating processes that are relevant to the achievement of SDGs. The Centre promotes the unity of the South in international policy processes while recognizing the diversity of national interests and priorities.

The South Centre is a small institution in which all staff members work in a team and help in whatever tasks they are requested and may be required to undertake. Colleagues are expected to help one another, for example during peak work loads, and to fill in for each other, for example, when staff are absent on leave.

Eligibility criteria and expected skills

Applicants must:

1. Be fluent in English (both spoken and written). Knowledge of French or Spanish would be an asset.
2. Have completed or be completing an advanced degree from a university or from an institution of equivalent status in the field of Editing, English, Publications or related. Work experience and/or a background in Development would be an advantage.
3. Have a demonstrated interest in development issues.
4. Have proficient computer skills.
5. Be able to work independently and as part of a team.
6. Be able to work in a multicultural environment.

Applicants for an internship should ideally be nationals of a developing country (defined as members of the Group of 77 and China). Alternatively, applicants should be able to demonstrate a capacity to identify and understand the interests and concerns proper to developing countries in any specific issue.

Duration, time commitment, location and remuneration

Depending on the interest and availability of the intern, the internship may extend from

three to six months and is full time (40 hours a week). The internship period may be extended upon mutual agreement. Due to the current COVID-19 pandemic, the internship will take place remotely unless the situation improves and regular work resumes in the South Centre's headquarters in Geneva (Switzerland). The internship is not remunerated. Except otherwise indicated to the intern in writing, travel expenses, including visa fees, to and from Geneva, will be the responsibility of the intern. In addition, the intern shall also be responsible for his/her own insurance for illness and accidents.

Responsibilities

Reporting to and under the supervision of the Head of Administration and Editorial Assistant, and within delegated authority, the incumbent will perform the following duties:

- Assist in editing publications and bring errors in text to the attention of the editors and writers concerned and liaise with them in production of the final output, in accordance with established formats and in conformity with South Centre editorial guidelines; finalize publications/documents to be ready for publication.
- Assist and provide editors and writers of South Centre publications, including but not limited to the Research Papers, Policy Briefs, books and other research products, with reference material needed for editing texts as may be requested, including through searching, identifying, and retrieving documents from the Internet, South Centre databases, and other external or internal databases.
- Assist in publishing aspects of South Centre books and other publications including liaising with possible co-publishers, as well as liaising with external libraries and databases.
- Maintain and organize the Centre's reference collection and archive of documents, publications and other reference materials, including special databases.
- Write reports on seminars and other activities of the Centre, and edit reports written by other staff members.
- Assist the Communications team with their work.
- Perform administrative and logistics duties in relation to meetings and regular office work and covering other administrative staff members in their absence, as and when required.
- Perform other related duties as required by the Editorial Assistant, Head of Administration or the Executive Director.

Selection Process

Preferable start date is as soon as possible but is flexible. Applications may be submitted with an indication of the periods of availability. Qualified candidates may submit a complete curriculum vitae and a motivation letter in English via e-mail to bernardo@southcentre.int. The subject line must be "Application for Editorial Internship". Applications must be sent no later than CET 24.00 hrs. on **9 April 2021**. Copies of qualifications, previous employment certificates, previous work, etc. should not be sent with the application; these may be requested at a later stage. Only short-listed candidates will be contacted for an interview. If the applicant is not in Geneva or cannot come to Geneva, a telephone or online interview may be arranged.