



1997 Nobel Peace Prize Co-Laureate



## **ICBL-CMC Job advertisement: Landmine & Cluster Munition Monitor Editorial Manager**

**The International Campaign to Ban Landmines-Cluster Munition Coalition (ICBL-CMC)** seeks a dynamic and highly organized person to provide management of the Landmine and Cluster Munition Monitor project.

**Position title:** Monitor Editorial Manager

**Location:** Geneva/Negotiable

**Type of contract:** Full-time, duration one year, renewable

**Closing date for applications:** 20 March 2020

**Starting date:** 15 April 2020 (Negotiable)

The successful applicant will manage thematic research editors and coordinate the publication and review of *Landmine and Cluster Munition Monitor Reports*.

### **Deliverables:**

- Compile, review, and final-edit individual country profiles submitted by thematic editors, as well as factsheets, briefing papers, infographics, and overviews that make up the Monitor reports, to be published prior to Meetings of States Parties to the Mine Ban Treaty and Convention on Cluster Munitions, respectively;
- Coordinate the layout and printing of the Monitor reports with outside agencies in order to have quality publication-worthy materials;
- Conduct a thorough search and secure the necessary permissions for photos and images to be used for *Landmine & Cluster Munition Monitor Reports*;
- Lead - Monitor report press/delegate briefings to be arranged and coordinated in conjunction with the Communications Manager;
- Manage and work alongside a publications consultant to successfully achieve the deliverables outlined above, as well as the uploading of country profiles and Monitor Reports to the Monitor website;
- Management and oversight of Monitor website updates, ensuring competitive research-focused website standards;
- Follow up on administrative issues related to Monitor external consultant contracts, service provider invoices, or similar;

- Contribute to identifying innovative and information appropriate media/platforms for effectively sharing Monitor research with key audiences;
- Lead social media content creation for Landmine & Cluster Munition Monitor with a view to expanding the following and to interpreting complicated issues in a straightforward and easy to comprehend manner.

#### **Qualifications:**

- A minimum of five years progressive coordination experience, preferably in the NGO sector;
- A master's degree in political science, international development, international relations, or a related field;
- Excellent computer skills including advanced knowledge of the Microsoft Office products and Adobe suites, and proficiency in various CMS platforms;
- Extensive experience managing and updating websites;
- Demonstrated experience in managing consultants, monitoring contracts, and working with a Board;
- Previous experience in a publishing house or similar environment with direct involvement in the publication process;
- Strong English-language communication skills (additional languages an asset);
- Able to work independently with little supervision, on tight deadlines;
- Excellent proven communication and interpersonal skills with multi-cultural, multi-lingual groups and stakeholders;
- Excellent time-management skills and ability to function well under pressure and handle numerous tasks simultaneously;
- Excellent organizational skills with a keen attention to detail;
- Creativity and flexibility a must;
- Knowledge of and experience with landmines and cluster munitions issues highly desirable.

**Please send a cover letter and a CV by Tuesday, 20 March, COB CET, to [jobs@icblcmc.org](mailto:jobs@icblcmc.org). In the cover letter please indicate your annual salary expectation. Please note, only shortlisted candidates will be contacted.**

#### **About the ICBL-CMC:**

The ICBL-CMC is a global civil society network dedicated to putting an end to the suffering caused by antipersonnel landmines and cluster munitions.

We seek to prevent all use, production, and trade of these weapons, and to ensure stockpiles are destroyed. We call for efficient clearance of all landmines, cluster munitions and explosive remnants of war; and we want to see the fulfillment of victims' rights and needs. The best way to reach these goals is to ensure the universal adherence to, and implementation of, the 1997

Mine Ban Treaty (MBT) and the 2008 Convention on Cluster Munitions (CCM). To this end we monitor, analyze, and report on the progress of these two instruments.

ICBL-CMC members, including victims of landmines and cluster munitions, take action in some one hundred countries. We work in an inclusive manner with NGOs and individuals committed to helping reach our goals. We believe in the impact of a coordinated and flexible network of NGO expertise.

The ICBL received the Nobel Peace Prize in 1997 for its work to bring about the Mine Ban Treaty.

You can find further information on the ICBL-CMC at <http://www.icblcmc.org/> and at <http://www.icbl.org/en-gb/about-us/what-we-do/annual-reports.aspx>