

## Vacancy announcement: Publications Manager (IEA Amsterdam)

The International Association for the Evaluation of Educational Achievement (IEA) is seeking a **Publications Manager** to join our team at the IEA in Amsterdam, The Netherlands. IEA conducts large-scale comparative studies of educational achievement and other aspects of education, with the aim of gaining in-depth understanding of the effects of policies and practices within and across systems of education.

### Job description and responsibilities

IEA has a strong reputation amongst researchers, but our work is also relevant for policymakers, educators, media and the general public and is receiving increasing attention from these groups. The goal of our research is to get a better understanding of education systems and to use this knowledge to help improve education worldwide. Therefore, it is essential to increase the profile of our studies and their results.

In recent years, IEA has invested significant resources into expanding our communications and dissemination activities. Reporting to the Head of Communications, who is in turn line-managed by the Director of IEA Amsterdam, the **Publications Manager** will lead the production and management of the IEA's publications portfolio, a core part of IEA's mission.

The **Publications Manager** will play a central role in drafting, reviewing and copy-editing IEA publications. They will be involved in projects from conception to completion, from commissioning copy from authors through to the handover to production staff. This is an excellent opportunity for the right candidate to take ownership and lead a publications portfolio.

Key responsibilities for the position include:

- Administration, management and production of all IEA's publications, including copy editing and proofing of materials to high quality standards;
- Liaising with in-house staff, freelance typesetters, designers, printers and external production staff and publishers as required, to negotiate and monitor timescales for stages in the publishing process;
- Administration of publication production schedules, and agreed-upon timelines, including acting as a personal assistant to IEA editors, and helping with tasks such as preparing calls for publication, and assisting with the preparation and issue of contracts;
- Conception and development work for new IEA publications, including establishing new workflows and publication opportunities;
- Providing administrative support for the Publication and Editorial Committee Chair, and Editor of other IEA publications projects, as well as supporting IEA staff across the company in all activities leading to dissemination of written materials;
- Providing administrative assistance for the IERI journal, Large-scale Assessments in Education;
- Assisting with additional communication tasks as directed;
- Obtaining rights when necessary to use materials from other publications.

### Knowledge and skill requirements

The successful candidate will possess exemplary communication skills (both written and verbal), strong planning and organizational abilities, initiative, attention to detail and cultural sensitivity for working within an international context.

Candidates must have proven experience in the preparation and production of research publications. Experience within educational research publishing field is a bonus. IEA is an international organization working in the field of educational research with a strong emphasis on data and statistics. Preference will be given to candidates that have a knowledge of or/and experience with basic statistics.

## Profile

- Right to work in the Netherlands;
- Minimum qualifications: 1) Bachelor's or master's degree in a relevant field and 2) no less than four years of equivalent relevant work experience;
- Proven experience in the preparation and production of research publications;
- Excellent written and verbal English communication skills (native). Additional language skills are an asset;
- Excellent writing and editing skills;
- Competent taking on a range of copy editing and proof writing tasks;
- A strong eye for detail and good visual sense for attention to layout;
- Experience of proofreading materials quickly and accurately;
- Ability to manage a busy workload with changeable deadlines;
- Excellent organizational skills, with strong attention to detail and commitment to ensuring the accuracy;
- Strong interpersonal skills and ability to collaborate effectively with other partners in a global and multicultural environment;
- Experience with multicultural teamwork.

## Additional information

The position is **full time**, and an initial one-year contract will be offered, with the opportunity to discuss possible renewal prior to the end of the contract term.

The working language for IEA is English. We welcome international and multilingual applicants.

**Desired starting date:** ASAP

**Closing date:** 16 May, 2021

Interested candidates should send an application (cover letter, comprehensive curriculum vitae and desired salary range) by e-mail to [hr@iea.nl](mailto:hr@iea.nl). Please include "Publications Manager (IEA Amsterdam)" in the subject line. For informal enquiries about this role, please contact Andrea Netten, Director of IEA Amsterdam ([a.netten@iea.nl](mailto:a.netten@iea.nl)).

**Interviews will be held during the week commencing 17 May, 2021 at IEA Amsterdam. Successful interviewees will be asked to complete a short English copy editing task.**