

Vacancy announcement: Junior Publications Officer

The International Association for the Evaluation of Educational Achievement (IEA) seeks a Junior Publications Officer to join our team at the IEA in Amsterdam, The Netherlands.

IEA develops and conducts high-quality, large-scale comparative studies in education to support countries' efforts to engage in national strategies for educational monitoring and improvement worldwide.

Job description

The Junior Publications Officer will play a central role in the production and management of the IEA's publications portfolio, a core part of IEA's mission. The successful candidate will work in close cooperation with the Senior Publications Officer and IEA Communications team (Head of Communications, Media and Outreach Officer, and Public Relations and Events Officer) under the supervision of the IEA Amsterdam Director.

The Junior Publications Officer will help to draft, review and copy edit IEA publications. They will often 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 gain a wide range of publishing experience.

Responsibilities will include:

- 1) Supporting the administration, management and production of all IEA's publications, including copy editing and proofing of materials to high quality standards
- 2) 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
- 3) 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
- 4) Providing administrative support for the IEA Senior Publication Officer, 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
- 5) Providing administrative assistance for the IERI journal, Large-scale Assessments in Education
- 6) Assisting with additional communication tasks as directed
- 7) Obtaining rights when necessary to use materials from other publications

Profile:

Minimal qualifications: Bachelor's or Master's degree in a relevant field or 3-4 years of equivalent relevant work experience. Preference will be given to candidates that have proven experience in the preparation and production of research publications and those who are already working in the publishing field.

- Experience of publication, including writing, copy editing, and proofing research/academic publications
- Excellent communication skills, both written and verbal in English (native English speaker or equivalent)
- Excellent writing and editing skills
- 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
- Highly diplomatic and collaborative approach, with strong interpersonal skills
- Experience with multicultural teamwork

Knowledge and experience of InDesign or other desktop publishing software, and the software tools that support social media dissemination are desirable, but not essential.

Additional information:

The position is full time.

Starting date: 1 June (or as close as possible). Interviews will be held in early May.

IEA offers competitive salaries plus excellent benefits. International and multilingual applicants are welcome.

Interested candidates should send an application (cover letter, and comprehensive CV, including examples of editing and writing abilities) by e-mail to: hr@iea.nl. Please include "Junior Publications Officer" in the subject line.

Candidates invited for interview may be required to undertake a test of their English and/or editorial skills.