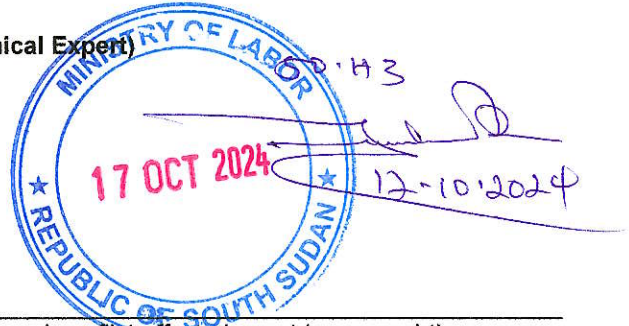


TERMS OF REFERENCE

Position: Document Editor (Technical Expert)
Locations: Juba
Length of contract: 2 Months
Application start: 17/10/2024
Application end: 05/11/2024

**OVERVIEW OF CTG GLOBAL**

CTG staff and support humanitarian projects in fragile and conflict-affected countries around the world, providing a rapid and cost-effective service for development and humanitarian missions. With past performance in 17 countries – from the Middle East, Africa, Europe, and Asia, we have placed more than 20,000 staff all over the world since operations began in 2006.

CTG recruits, deploys, and manages the right people with the right skills to implement humanitarian and development projects, from cleaners to obstetricians, and mechanics to infection specialists, we're skilled in emergency response to crises such as the Ebola outbreak in West Africa. Key to successful project delivery is the ability to mobilise at speed; CTG can source and deploy anyone, anywhere, in less than 2 weeks and have done so in 48 hours on several occasions.

Through our efficient and agile HR, logistical and operational services, CTG saves multilateral organizations time and money. We handle all our clients' HR related issues, so they are free to focus on their core services.

Visit www.ctg.org to find out more

OVERVIEW OF THE POSITION**Purpose of Activity/Assignment:**

The Document Editor for WASH (Technical Expert) will assist the WASH Section in the editing, restructuring and designing of key documents produced by the Section in accordance with UNICEF writing style guidelines.

Background & Rationale:

The WASH section of UNICEF South Sudan has carried out critical studies in areas that will influence working with the private sector. The consultants have submitted the reports and UNICEF would like to transform these reports into documents that will meet UNICEF standards and donor expectations. Therefore, UNICEF South Sudan is seeking to obtain a qualified individual consultant to provide editorial support to the Water, Sanitation and Hygiene (WASH) Section.



Scope of Work:

The tasks involve specialised skills in copy editing, reorganizing, proofreading and with a cover and back page design for specific documents based on UNICEF writing styles and guidelines.

The documents are produced by UNICEF and will be used for diverse audiences, including UNICEF staff, Government counterparts, policy-makers, developmental partners, NGOs, universities, schools, children and the public at large in order to inform, mobilize and advocate for the rights of children in South Sudan.

The purpose of this work is to;

- Restructuring the **Rapid market assessment of hand pump spare parts and sanitation products supply chain report.**
- Review the **National guideline for WASH Climate Resilient/ Climate Smart Schools and design front and back page.**
- Review and design the booklet on child cabinet / hygiene club.

Main Duties and Responsibilities

Main Duties and Responsibilities:

Perform substantive editing and writing by:

- Ensuring consistent style of writing and tone throughout the document.
- When appropriate, restructuring, reorganizing, consolidating and/or re-writing sections of the document to ensure logical flow and clarity in messages.
- Correcting spelling, punctuation, grammar and syntax mistakes, eliminating repetition and ensuring concise writing.
- Ensuring any graphics such as tables, figures and frameworks are clear.
- Checking the table of content against the document.
- Checking the acronym list against the acronyms used in the document.
- Editing footnotes, references and bibliography for completeness and consistency of style.

When required, consolidating and producing a write-up based on content inputs and data provided by the Section.



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Dubai, UAE
Switchboard: +971 4 566 8385



Knowledge/Expertise/Skills required:

The selected consultant will require an excellent command of written and spoken English, demonstrate strong written communication, ability in research and analytics and ability to rapidly integrate information from various sources. He will also require technical skills in production, editing, and ability to write quickly, clearly, and concisely in English. Experience in business advisory services, particularly around market transformation, capacity building and social entrepreneurship will be desirable. Experience working with rural and informal markets is essential with at least 3 years' experience in the WASH sector.

- Minimum master's degree preferably in English literature and in a subject related to Business Marketing or WASH with five years' experience.
- Bachelor's degree can be substituted in lieu of master's with at least seven years of experience.
- Experience in report writing and editing of international development and other UN agency documents.
- Proven record of edited reports, publications, or documents.
- Experience working in South Sudan is essential.
- Fluent English and Writing skills
- Knowledge of the South Sudan WASH sector programming and supply chains analysis will be an added advantage.
- Knowledge of programming in the WASH sector

Disciplines**Language Requirements:**

Fluency in spoken and written English

Education

Minimum master's degree preferably in English literature and in a subject related to Business Marketing or WASH with five years' experience.

- **Qualified female candidates are encouraged to apply for this role.**

In order to apply for this role please send your CV and Cover letter most preferably by email to the address: southsudan@ctg.org

Please make sure the subject of your email states Document Editor (Technical Expert) or your application might be overlooked

In Juba – Please deliver you application to CTG office in Rock city

IMPORTANT REQUEST

- Please note to name your CV by name e.g., "Mary Deo- CV" or "CV- John Smith"
- Kindly avoid naming CV as CV, Updated CV, by Job title or organization name

For hard copy deliveries kindly include position applied for on the envelope.



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