

Senior Managing Editor Europe based consultant

The International Union Against Tuberculosis and Lung Disease (The Union) is an international scientific organisation headquartered in Paris, France, with region and country offices in Africa, Asia Pacific, Europe, Latin America, North America and South-East Asia. The focus of our work is on tuberculosis and lung disease, as well as related challenges such as HIV and tobacco control, with emphasis on their impact in low- and middle-income countries.

Since our founding as a global scientific organisation in 1920, The Union has drawn from the best evidence and the skills, expertise and reach of our staff, consultants and membership in order to advance solutions to the most pressing public health challenges affecting people living in poverty around the world.

As a scientific organisation, The Union's approach starts with evidence. We conduct research so that we can know the nature of the challenges we face and their most effective solutions. Through our peer-reviewed journals, our global and regional conferences, and through training courses and technical assistance, we provide platforms for sharing scientific knowledge with stakeholders around the world. And by directly delivering health services and advocating on behalf of those affected by tuberculosis and lung disease, we directly act on the best available scientific knowledge. Know. Share. Act. These principles have driven The Union's work since its founding.

For more information about The Union, please visit www.theunion.org

The Journals of The Union

The official Journal of the Union, **the International Journal of Tuberculosis and Lung Disease (IJTLD)**, is a monthly scientific publication, in English, with summaries in French and Spanish. Its Editorial Board, three Editors in chief and some 80 Associate Editors, is international.

Its sister journal, **Public Health Action (PHA)**, launched in 2011, is an online quarterly publication, in English, also with summaries in French and Spanish.

The Journals Unit, headed by the Managing Editor, is composed of a team of two in-house staff and one consultant copy-editor.

The position

This position offers a part-time consultant contract. Applicants must be native English speakers and based in Europe.

Main responsibilities

- Coordinate editorial publications and meetings
- Plan and approve assignments for writers and editors
- Control schedules and enforce deadlines

- Oversee proofreading procedures and edit copy when necessary
- Assist in evaluating finalized copy for compliance with policies, style and tone
- Analyze performance of editors, reviewers and content performance
- Provide monthly reports on journals' performance
- Identify, implement, and promote strategies to diversify and grow authorship, personalize outreach to key communities, and monitor emerging trends to identify new opportunities for driving the success of PHA and IJTLD.
- Resolve issues as they arise

Requirements

- Exceptional ability in copywriting and editing: Minimum of 8–10 years' professional editing experience in an English-language scientific journal
- Abilities in planning and coordinating people and operations
- A native English speaker, preferably with at least a Master's degree in languages or relevant field
- A good knowledge of French and/or Spanish an advantage
- Excellent written, oral and interpersonal communication skills in English
- Excellent sense of organisation, with a critical eye and attention to detail
- Excellent time management, essential to ensure that production schedules are respected
- Ability to prioritise effectively and execute tasks in a high-pressure environment
- Good team skills

How to apply

Please send your CV and a cover letter in English, including your expectations to hr@theunion.org

The position will be open until the candidate has been selected for the post. Only shortlisted candidates will be contacted. Please note that first round interviews will be conducted in English.