

Great opportunity to join a leading regional organisation

Communication/Technical Editors
(afjob-cte201007)

Vacancy The Communication/Technical Editors will be responsible for the day-to-day editing of internal and external communications under the supervision of the Communications Area Manager. Contribute to the development and improvement of member communications, services and products. This position is based at the AfriNIC headquarters in Mauritius.

About AfriNIC is the Registry for Internet Number Resources for Africa, and the Indian Ocean region. AfriNIC is a non-governmental, and not for profit organisation registered in Mauritius to provide Internet number resource management and some coordination services to ISP in Africa and Indian Ocean.

Applications For additional information, visit <http://www.afrinic.net/job/>. If you wish to apply for this position, please send a letter of motivation accompanied by your CV both in English to jobs@afrinic.net. To facilitate a timely handling of your application, please quote the relevant Vacancy Reference Number and your name in the subject line of your email or Letter of Application.

Application Deadline: Friday August 4th 2010

Primary Duties & Responsibilities

- Read, copy or proof to detect and correct errors in spelling, punctuation, and syntax.
- Plan the contents of publications according to the publication's style, editorial policy, and publishing requirements.
- Verify facts, dates, and statistics, using standard reference sources.
- Review and approve proofs submitted prior to publication production for newsletters, annual reports, other marketing material, documents submitted by the CEO, and content on the website.
- Assist with the development of content for marketing materials, including the website.
- Read, evaluate and edit documents submitted for publication and confer with authors regarding changes in content, style or organisation, or publication.
- Monitor news and current events in the Internet industry, particularly in the African region.
- Maintain editorial calendar, noting upcoming events of interest to AfriNIC.
- This role requires a mix of journalistic, creative and technical skills to help produce quality and professional marketing materials, communications and website.
- Create, develop and manage content for organisation's web presence (requires working with content management software)
- Coordinate web projects across departments

Skills Required

- 3-4 years experience in writing public relations/journalism and/or content management of a website
- Proven experience and interest in the Internet community
- Desktop publishing and graphics experience is desirable
- Fluent in speaking and writing in French and English
- Ability to manage multiple projects in a fast-paced, deadline-driven environment
- Bachelor's degree in English, Journalism, Technical Writing or a related field