

## Job description

### Afrobarometer Senior Editor

<b>Role</b>	Senior Editor
<b>Responsible for</b>	Work with Afrobarometer Head of Publications and Assistant Editor to ensure that publication goals of the Network are met.
<b>Location</b>	May work remotely; occasional travel may be required
<b>Reports to</b>	Head of Publications
<b>Direct/Indirect reports</b>	None
<b>Direct working relationships</b>	AB communications and analysis teams

### Organisational overview

Afrobarometer (AB) is a pan-African, nonpartisan, nonprofit research organization that measures the political, economic, and social atmosphere in African countries. Guided by the vision of a world in which Africa's development is anchored in the realities and aspirations of its people, AB provides high-quality data and analysis on citizens' evaluations and experiences of democratic governance and quality of life. This is provided as a public benefit and is freely available to policy makers, policy advocates, civil society organisations, academics, news media, donors and investors, and ordinary Africans. Launched in 1999 in 12 countries, AB has completed more than 300,000 interviews in eight survey rounds in up to 39 countries. Round 9 commenced in October 2021.

AB conducts face-to-face interviews in the language of the respondent's choice with nationally representative samples. Effective analysis and communication of survey findings, as well as capacity building for survey research, analysis, and communications skills, are integral parts of AB's work. Among AB's key achievements are proving that public attitudes research can be conducted even in fragile, post-conflict, and closed political environments in Africa; legitimating public opinion as a pillar of African governance and development decisions; and building a network of researchers that has earned the reputation as the go-to source for reliable data on what Africans are thinking.

### Role overview

Afrobarometer public attitude surveys give voice to ordinary Africans in policy-making processes on the continent. Communicating AB survey findings to the policy community and beyond is therefore a core objective of the Network. AB publications – including news releases, media briefings, dispatches, policy papers, working papers, blog posts, summaries of results, updates,

and special and ad hoc publications – are one of the key means for sharing results. Most of these documents are produced and released in English or French or both languages; a few are produced and released in Portuguese and Arabic. It is critical that these documents be produced, edited, and published in a timely way; that they consistently reflect the highest standards of accuracy and quality; and that they effectively represent the AB brand.

One of AB's objectives is to increase the number and scope of its analytical outputs in order to reach new audiences while expanding the pool of AB published authors. The network publishes its findings at many levels of analysis – from press releases, blog posts, and basic descriptive analyses to more advanced statistical analysis, including book chapters and journal articles – and seeks to train and mentor authors working toward publication at many different levels.

The Afrobarometer Senior Editor will work with the Afrobarometer Head of Publications and Assistant Editor to ensure that these publication goals of the Network are met. In addition, the Senior Editor will work with others in the Network to foster increasing production of publications by the Network's National Partners.

The Senior Editor will report to the Afrobarometer Head of Publications as part of the Network's Analysis Unit. S/he will also work closely with other AB staff on the surveys, analysis, communications, fundraising, and capacity building teams.

The Senior Editor may work remotely, although occasional travel to various locations in Africa may be required.

### **Main duties and responsibilities**

Working with the support and oversight of the Head of Publications, and in collaboration with the Assistant Editor and other members of the communications and analysis teams, the Senior Editor will be responsible for:

- **Managing the production process** for AB publications, including **reviewing, editing, and formatting documents** and, when necessary, **coordinating reviews** by other members of the Network and/or external reviewers, to ensure that all publications are consistent with Afrobarometer guidelines and templates and meet overall quality standards for content and presentation. When the Head of Publications is absent, the Senior Editor will have primary responsibility for AB publications.

- **Verifying the accuracy** and relevance of basic descriptive data analyses in AB publications as part of the review/editing process.
- **Mentoring** selected authors to help them through the process of finalising and publishing their work, and **promoting production** of advanced-level publications by Afrobarometer staff, AB National Partners, and participants in AB training courses (webinars, AB summer schools, etc.).
- **Tracking** the production, review, revision, and publication of each type of publication to ensure that publications move from initial production to publication in a timely way, and to facilitate effective tracking and reporting on outputs.
- **Coordinating translation** of selected publications for multi-language publication.
- **Identifying new outlets and formats** for AB data and analysis.
- Helping to **develop or update templates** for various publications, in collaboration with the Head of Publications, Assistant Editor, Communications and Knowledge Manager, and others, to ensure that Afrobarometer publications reflect network branding and content standards.
- Developing and helping to implement **media and social media campaigns** (including writing posts/tweets, drafting news releases, etc.), in collaboration with the communications and analysis teams, to support dissemination of survey findings.
- With support as needed, and in collaboration with the communications and analysis teams, **developing infographics**, charts, and other materials to enhance dissemination of survey findings.
- **Coordinating** with the AB Digital Content Manager for posting of finalised publications, as well as assisting with production and editing of website content, and with maintaining an up-to-date version of the website.
- **Collaborating** with the capacity building team to develop training and mentoring strategies and approaches to foster increased publication by Network staff and partners.
- **Identifying and documenting stories** about the impact of AB's work, special efforts and achievements of Network staff and partners, lessons learned, etc.

- Contributing to regular and ad hoc **reporting** on AB's efforts, achievements, and challenges.
- **Other duties** as requested by the Head of Publications or others.

## Qualifications

### Minimum requirements

- Fluency in English
- At least 5 years of experience in a relevant position involving extensive writing and editing.
- Strong and demonstrable skills in writing and editing
- Demonstrable capacity to understand and work with quantitative data
- Demonstrable ability to pay close attention to details of language, numbers, and formatting
- Ability to work independently and on deadline in a remote-work environment
- Ability to work well with others in a multi-cultural environment
- Flexibility and willingness to work on a wide range of tasks

### Desirable

- Professional competency in French is highly desirable, though not required.
- Competency in Portuguese and/or Arabic
- Experience editing work by authors for whom English is not a first language
- African citizenship or heritage
- Interest in and general understanding of development issues and/or democracy and governance issues in Africa
- Creativity in problem solving and use of language, images, and technology
- Skills in data analysis (or interest in acquiring such skills)
- Skills in data visualisation (or interest in acquiring such skills)

### Salary

Afrobarometer will offer a competitive salary based on the skills and experience of the successful candidate.

## How to apply

**The deadline for all applications is 13<sup>th</sup> February 2023.**

**PLEASE READ THE MINIMUM REQUIREMENTS CAREFULLY BEFORE APPLYING.**

Please send your application to [kowusu@afrobarometer.org](mailto:kowusu@afrobarometer.org)

Include your name and position title in the subject field of your email. Example: "[Name Surname] AB Senior Editor."

Documents to include:

1. An up-to-date curriculum vitae with contact details (your email, phone, postal address, and WhatsApp number).
2. If available, a sample of your own writing or of writing to which you contributed significantly.
2. A personal statement describing:
  - a. Your interest in the position and in working with Afrobarometer.
  - b. Evidence of how your skills, experience, and knowledge meet the Selection Criteria (minimum requirements and desirable skills/traits). If you lack experience or evidence in any area listed, please state how you would gain the knowledge or competency needed to succeed in the role.
  - c. Your availability for the position (notice period in your current role in applicable) and preferred working location.



*Afrobarometer is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, or disability status.*

*We are also proud of our commitment to protecting staff, partners, and other stakeholders from abuse, harassment and exploitation, and we thoroughly vet all final candidates through rigorous background and reference checks.*