



## Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

**Job title: IGC Economics Editor and VoxDev Managing Editor**

**Department/Division: International Growth Centre**

Criteria	Evidence	E/D
<b>Knowledge and experience</b>	Possession of a MSc/MPA/MPP degree in economics, public policy/administration, or development economics.	E
	Substantial experience in a relevant editorial function, commissioning and editing publications and web content preferably in a development environment.	E
	Track record of writing high impact and engaging reports, briefings and blogs.	E
	Demonstrated understanding of policy-relevant development or economic research, including the ability to identify policy implications from research.	E
	Experience of using social media to drive policy engagement.	E
	Experience of web management, Drupal and Wordpress.	D
	Experience of commissioning and integrating infographics and data visualisation into communications products.	D
	Experience of working closely with researchers and colleagues in remote locations and in different cultures.	D
<b>Communication</b>	Evidence of excellent written and oral communication skills, in particular evidence of explaining complex technical information to non-specialist audiences.	E



	<p>Editorial skills, including working closely with a range of authors including academics.</p> <p>Experience in training and supporting other non-specialists to increase their skill level.</p>	<p>E</p> <p>D</p>
<b>Teamwork and motivation</b>	<p>Dynamic and entrepreneurial approach.</p> <p>Demonstrated ability to work as part of a team, preferably in a developing country multi-cultural context.</p>	<p>E</p> <p>E</p>
<b>Liaison and Networking</b>	<p>Demonstrated ability to build strong relationships and gain respect from top researchers and policymakers, persuading and influencing them to contribute content.</p> <p>Ability to contribute to networking by identifying key people to foster working relationships with.</p>	<p>E</p> <p>D</p>
<b>Planning and organisation</b>	<p>Demonstrated ability to plan and organise own workload in order to consistently meet deadlines, often under pressure.</p> <p>Self starter and the ability to work independently and with minimum supervision in challenging environments.</p> <p>Evidence of attending to detail while producing timely work within deadlines.</p>	<p>E</p> <p>E</p> <p>E</p>

**E – Essential: Requirements without which the job could not be done.**

**D – Desirable: Requirements that would enable the candidate to perform the job well.**