



World Council of Churches

Human Resources Office

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Geneva, 15 April 2010
COS/vc

VACANCY NOTICE

JOB TITLE	Publications Manager
STARTING DATE	1 September 2010
POSITION AT (%)	100%
ROLE AND STEP	Sb 01 (CHF 8'139)
REPORTS TO	Director of Communication
OBJECTIVE	To communicate effectively the WCC, its work and the wider ecumenical movement through directing the publishing of the World Council of Churches, WCC Publications, including strategic use of a full range of media and formats.

Specific responsibilities:

1. Set publishing priorities for the WCC by working closely with colleagues, the Publications Review Board, and using outside expertise. Maintain and build contacts with co-publishers. Travel to various book fairs to establish and nurture co-publishing contacts.
2. Consult with colleagues in the different programmes of the WCC about the planning of publication projects and the most appropriate form in which those could be published, both annually and as needs develop.
3. Consult with co-publishers in various language areas around the globe towards publication of WCC titles, regarding both sole and co-published projects.
4. Be responsible for deadlines, pre-production, proofs for Ecumenical Review and International Review of Mission and general liaison with Wiley-Blackwell colleagues regarding subscriptions, copyrights, production, printing, marketing, distribution, publicity and contract-related issues.
5. Manage online and hard copy distribution, marketing and sales of books, journals; provide guidance to programmatic resources and periodicals.
6. Supervise the activities of initiatives, projects and staff within WCC Publications, including manuscript assessment, contract negotiating and writing, editorial and pre-production, production, print-buying, printing, distribution, internal and external copyrights and stock inventory.
7. Prepare, monitor and maintain the annual operating budget of WCC Publications, in addition to working within established strategies.
8. Engage and maintain up-to-date contacts with freelancers for copyediting, layout / typesetting, graphic design, etc. for journals, books and publicity.
9. Contribute to the work of WCC Communication as a whole including strategy development and implementation and the mutually beneficial integration of communication and programmes.

Core Competency:

Capacity to display commitment and lend practical support to the ecumenical movement and the WCC fellowship of churches.

Qualifications and Special Requirements:

1. University degree in a related field.
2. Three to five years of experience in an ecumenical or similar environment
3. Professional qualifications and experience in print buying in an international context.
4. Ability to negotiate with local printers on terms and conditions.
5. Understanding of international copyrights and related rights issues and ability to supervise work in that area.
6. Understanding of marketing, subscriptions and distribution options and ability to supervise work in that area.
7. Good command of written and spoken English. Knowledge of the other working languages of the WCC (French, German, Spanish) an asset.
8. Proficiency with Information technology: Word, Excel, relevant publishing and Website software.

Deadline for applications: 15 June 2010

Application form may be obtained from and returned to:

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