



**EXTERNAL
VACANCY ANNOUNCEMENT**

Position Overview:

Jhpiego has an objective to support NACP in developing HIV guidelines in different thematic areas. In that vein, we coordinated the first 5 day-workshop on 30th January – 3rd February 2023 at Makeni to review and update the existing 2020 consolidated national HIV guidelines with current guidance from WHO, PEPFAR, and other research. A first draft was developed by the end of the workshop. This was followed by review meetings with a smaller team that critically reviewed the updates made by different section groups during the workshop, and provided comments. A second 5-day workshop was held at Bo to address comments, finalize updates and make any necessary changes. The next step for this third draft copy is to format, proofread and have a clean copy for validation and signing.

The following vacant position is available for immediate filling:

Consultant Editor (1 Position)

Job Location: Remotely

Duration: Twenty (20) days

SCOPE OF WORK

The editor will read through the document and ensure that the formatting is consistent, typographical and mechanical errors are rectified, and correct grammar, punctuation, and spelling throughout the entire document.

Activities:

1. Correct typographical errors
2. Correct punctuation, spelling, grammar, and vocabulary
3. Format tables, diagrams/algorithms, ensure consistent numbering and headings
4. Ensure correlation between the list of acronyms and their occurrence throughout the document
5. Ensure that all references and sources are accurate and consistent
6. Ensure that the document is well written, logically structured, and in the right style for the intended end users

Expected Outputs and Delivery

No.	Deliverables	Duration/LOE	Deadline	Payment Schedule/ Comments
1	A clean, clear document with consistent	20 days	July, 21 st 2023	

June 2023

Timeframe

The process of consultancy shall be expected to be completed within 20 working days excluding weekends.

Required Qualifications and Experience:

- Knowledge of the English language.
- Knowledge of media production and communication.
- The ability to read English.
- Excellent verbal communication skills.
- To be thorough and pay attention to detail.
- Excellent written communication skills.
- The ability to work well with others.
- To be flexible and open to change.

Qualified persons are required to send their Curriculum Vitae (CV) and application letter to:

SL-Recruitment@jhpiego.org Clearly state the position you are applying for in the subject area.

Deadline for the submission of applications: **30th June 2023**. Please note that given the likely high volume of applications, only shortlisted candidates will be contacted.