

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: EDITORIAL & PRODUCTION SERVICES Level D, Pay Grade 12

LEVEL DEFINITION	This level covers positions responsible for providing strategic direction and executive management of a major international publication.
TYPICAL RESPONSIBILITIES	May include: providing strategic direction and ensuring adherence to the publication's mandate; leading an international team of editorial and production staff; collaborating with international researchers and institutional partners; negotiating with contributors, academic institutions, governmental agencies and international organizations; commissioning works for publication; developing and managing budgets; and managing fundraising and public relations initiatives.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding strategic and executive management of a major international publication.
SUPERVISION RECEIVED	Works within the publication's broad mandate and achievements are reviewed in terms of fulfillment of that mandate.
SUPERVISION EXERCISED	Manages staff both directly and indirectly through subordinate staff.
MINIMUM QUALIFICATIONS	Post-graduate degree in a relevant discipline. Minimum of twelve years of related experience, or the equivalent combination of education and experience.