



Rabat, 22nd April 2024

Terms of Reference – Arabic and English Copyeditors

The Moroccan Institute for Policy Analysis (MIPA) is seeking candidates for 2 different positions:

- English Copyeditor
- Arabic Copyeditor

These Terms of Reference (ToR) specify the background of the process, as well as the scope of the mission of the candidate.

We encourage individuals coming from disadvantaged background and from underrepresented minorities to apply for this position.

Summary

Location: Remote	Type of contract: Consultancy
Salary: Competitive, based on experience	Duration: The duration of the contract is subject to MIPA's publications
Deadline for applications: 6th May 2024 – 12.00 AM (Morocco time)	Foreseen starting date: 15 th of May 2024

Background

MIPA is a non-profit independent research institution based in Rabat, Morocco. Founded by a group of transdisciplinary researchers, MIPA's mission is to produce systematic and in-depth analysis of relevant policy issues that lead to new and innovative ideas for solving some of the most pressing issues relating to democracy.





Position's Objectives

MIPA is seeking the services of a skilled and experienced Arabic/ English copyeditor who will be entrusted with the vital task of meticulously reviewing and refining an array of textual content, spanning articles and publications. The consultant will be engaged on a part-time basis.

Duties

- Proofreading: Carefully reviewing written content for errors in grammar, punctuation, spelling, and syntax to ensure accuracy and adherence to style guides.
- Fact-Checking: Verifying the accuracy of factual information presented in the content, including dates, names, statistics, and references.
- Style Adherence: Ensuring consistency in style and formatting throughout the document or publication, following established style guides.
- Language Enhancement: Improving clarity, coherence, and readability of written material by suggesting revisions or rephrasing sentences for better flow and comprehension.
- Consistency: Maintaining consistency in terminology, tone, and voice across all sections of the document or publication.
- Collaboration: Collaborating with writers, editors, designers, and other team members to ensure that the final product meets the desired standards and objectives.
- Deadline Management: Managing multiple projects simultaneously and adhering to tight deadlines while maintaining high-quality standards.
- Quality Assurance: Conducting thorough reviews and revisions to identify and correct any errors or inconsistencies before final publication.

Qualifications

- The copy editor must be an English native speaker or an Arabic native speaker.
- Education: A bachelor's degree in English/ Arabic, journalism, or a related field.
- Language Skills: Proficiency in grammar, punctuation, spelling, and style guides.
- Experience: Previous editing experience, preferably in publishing, media, or communications.
- Technical Skills: Familiarity with word processing software preferably Google Workspace.
- Attention to Detail: Ability to spot errors and inconsistencies in text.
- Communication Skills: Clear communication and the ability to provide constructive feedback.
- Time Management: Capability to work under tight deadlines.
- Specialized Knowledge: Depending on the industry, familiarity with specific subject matter may be required.

Reporting

The copyeditor will work in close collaboration with the research team, the project managers





and the President of the institution.

Type of contract

This position is contingent upon the volume of publications by MIPA.

The level of effort required for this consultancy will be task-dependent. The consultant will be expected to allocate the necessary time and resources based on the specific tasks and project requirements. The flexibility in the level of effort aims to ensure an efficient and results-oriented approach to task completion. The consultant should work closely with the project manager to determine and agree upon the appropriate allocation of time for each task.

The contract will follow relevant regulations (including Moroccan Labour Law).

Application and recruitment procedure

Candidates must have the status of self-employed (auto-entrepreneur) or a PHD enrollment. International candidates **must** have the legal right to work in Morocco by the time of the application.

To apply for this position, send your **CV** (max 2 pages) and a **Statement of Interest** (max 1 page) in one PDF file to contact@mipa.institute. Applications *may* include a portfolio of previous work (max 5 pages). Applications will be accepted until the **6th of May 2024 (12.00 AM, Morocco time)**.

Candidates **must indicate in the subject line of the email** whether they are interested in the position of Arabic Copyeditor or English Copyeditor.

Three candidates will be shortlisted and contacted for an interview to further assess their qualifications and their fit for this position. Interviews will be held either in person or online. We expect to have a contract in place and that the selected person to integrate the team by the 15th of May 2024.

Only shortlisted applications will be called for the interview. All unsuccessful applicants will be notified at the end of the recruitment process.

All questions regarding this position must be submitted to contact@mipa.institute (with m.masbah@mipa.institute in copy).

