



29 February 2012

RECRUITING NEW *EARTH NEGOTIATIONS BULLETIN* (ENB) WRITERS

The International Institute for Sustainable Development—Reporting Services Division (IISD RS)—intends to add several new writers to its team of freelance consultants (the “ENB Team”) who write and edit the *Earth Negotiations Bulletin* and IISD’s other conference reporting services. (For more information on these publications, visit <http://www.iisd.ca> and to see the existing ENB Team, visit <http://www.iisd.ca/about/team/>).

Please note that these are **not full-time positions** and applicants should only apply if interested in part-time, freelance consulting work.

IISD is an international organization. Qualified applicants from all countries, especially developing countries, are encouraged to apply. Since successful applicants will be engaged on a consulting basis for meetings held in locations all over the world, we do not require or provide work permits, work visas or relocate consultants who are successful candidates for these freelance positions.

Because of the large number of applicants expected, **only those who meet all the requirements and minimum qualifications will be considered** and contacted. All applications should include a copy of your resume (*curriculum vitae*) and also a cover letter indicating how you meet each of the general and specific requirements set out below.

The **deadline for applications** is 1300 (1:00pm) Eastern Standard Time on **Wednesday, 14 March 2012**.

GENERAL REQUIREMENTS

Work on the *Earth Negotiations Bulletin* and IISD RS’ other publications requires long hours, often in small offices with other members of the team. All applicants should be able to work well in small group situations, handle stress and show the highest respect for co-workers even in the most trying moments.

ENB writers are paid an honorarium that varies by experience on ENB teams from US\$1250 to US\$2000 per week. IISD pays all appropriate business-related and travel expenses while attending meetings. Most consultants work at between three and eight meetings per year, with between five and sixteen days of work per meeting. Each successful candidate will spend 3-5 days in a training session at an actual conference before joining the ENB team. **Successful candidates must be available to attend a training session in New York City from 28-31 May 2012.**

SPECIFIC REQUIREMENTS

All applicants should:

- a) be recently enrolled in or about to begin a Ph.D. program or have recently finished the Ph.D. or LL.M degree or have at least five years of UN environmental policy experience (working, lobbying or negotiating in the UN system);
- b) have worked, published or undertaken research on one or more of the multilateral environmental agreements (MEAs) covered by the *Earth Negotiations Bulletin* (<http://www.iisd.ca/voltoc.html>). For our 2012 recruitment, experts on the Convention on Biological Diversity (CBD) and UN Framework Convention on Climate Change (UNFCCC) are particularly encouraged to apply;

- c) demonstrate complete fluency in understanding and speaking English and have both recent experience in writing in English and strong written and conversational language skills in one other UN language (French, Arabic, Spanish, Chinese or Russian);
- d) have a good understanding of multilateral negotiations and the United Nations system;
- e) work well in small groups and have the flexibility to travel to at least 2-3 international meetings each semester for periods of up to three weeks at a time;
- f) be able to type well enough to take legible verbatim notes; and
- g) have her or his own laptop computer.

Before applying, please make sure that you have read carefully and meet all of the minimum qualifications for this position.

HOW TO APPLY

- i) Send an e-mail to writer2012@iisd.org and chris@iisd.org with a copy of your *curriculum vitae*/resume and a letter of introduction that explains your interest in working for the *Earth Negotiations Bulletin*, listing any recent academic publications, specific information on your issue expertise in any of the policy issues we follow and **how you meet each of the minimum requirements**.
- ii) If you know members of the current *Earth Negotiations Bulletin* team who are willing to recommend you, or if your supervising professor or a member of a government delegation who participates in one of the process we cover is willing to recommend you, please have him or her contact the Deputy Director of IISD Reporting Services at chris@iisd.org.
- iii) The deadline for applications is 1300 (1:00pm) Eastern Standard Time on Wednesday, 14 March 2012.

THE SELECTION PROCESS

The cover letter and resume of candidates that meet the specific requirements (a-g above) will be reviewed and assessed by members of the *Earth Negotiations Bulletin* team and IISD staff. It is important, for the purposes of evaluating your application, that you clearly state how you meet the minimum qualifications and fully articulate the depth of your background and experience in multilateral negotiations, as well as your language abilities. After evaluating each applicant's resume and cover letter, the highest ranked candidates will be contacted on or before 22 March, for a personal phone/skype interview to be held from 28-30 March. If you have a Skype account, make sure you include this in your contact information. Following the interview stage, shortlisted candidates will be asked to participate in a "virtual" tryout, to be held at a time that is convenient for you on the dates 2-4 April. During this try out, candidates will be asked to listen to actual negotiations (recorded and streamed over the Internet) and given a short time to summarize these in the ENB style. Successful candidates will be notified by 25 April. Those who are offered a place on the team must be available to attend a training session in New York City from 28-31 May 2012.

WHO ARE WE LOOKING FOR?

Successful candidates in the past have been former negotiators or UN officials, professors, Ph.D. students and retired diplomats. ENB writers have a history of interest in, and involvement with, multilateral environmental agreements and have been readers of the *Earth Negotiations Bulletin* prior to joining the team. IISD is seeking candidates who can demonstrate that they share our passion for transparency and commitment to good environmental governance. In particular, we prefer people who have already developed their own networks in the international environment and sustainable development policy and academic communities. As in life, creativity and imagination count.