



POSITION: PUBLICATIONS ADVISER/ PROJECT MANAGER

The Voice Inc. (TVI) is a dynamic development organization that believes in the power and potential of young people.

Position	Publications Adviser/ Project Manager: Writing and Publishing.
Reporting to	Operations Director (under Board guidance).
Location	Remote (i.e. online).
Objective	Guide and complete the development and publication of a book version of The Voice 10 year story.
Length/ Timing	3 months
Inputs	20 days initially. Extension possible
Key Responsibilities	<p>The Publications Adviser/ Project Manager will support The Voice Board and Management in taking the plan for the ten-year TVI book through to completion and publication.</p> <p>Planning</p> <ul style="list-style-type: none"> <input type="checkbox"/> Consult on and create a project guidance brief which includes, but is not limited to: photographic style and photograph choices; community / individual emphasis; emotional tone; audience; gender balance; language etc. <input type="checkbox"/> Map out a project plan including timeline from concept and content creation through to publication. <input type="checkbox"/> Decide on range, if any, of associated products. <input type="checkbox"/> Provide guidance on how the content can be used for other communication platforms e.g. one-two page chapter summaries for web. <input type="checkbox"/> Decide on publication options: limited print; Print On Demand (POD); e-book. <input type="checkbox"/> Create a plan for dissemination and promotion of publication and accompanying products/merchandise inc. creation of promotional materials/collateral. <p>Content</p> <ul style="list-style-type: none"> <input type="checkbox"/> Direct and support TVI team in the sourcing and management of all book content (text, images etc.).

	<ul style="list-style-type: none"> <input type="checkbox"/> Direct and support TVI team with writing as required. <input type="checkbox"/> Edit or arrange editing of content. <input type="checkbox"/> Oversee and support development of content deliverables for range of TVI and partner social media platforms e.g. one-two page chapter summaries for web. <p>Design and Printing</p> <ul style="list-style-type: none"> <input type="checkbox"/> Guide and direct the process of design, desktop publishing and publication including online. <input type="checkbox"/> Guide development of appropriate partnerships for publication including advice on and access to ISBN.
Selection Criteria	<ol style="list-style-type: none"> 1. Three years' minimum experience in project management, strategic communications and/or writing, design and publishing of professional communication content. 2. Strong knowledge of the story of The Voice and the PNG development context. 3. Background in training facilitation or coaching is desirable but not mandatory.
To apply	<p>To apply please email:</p> <ol style="list-style-type: none"> 1. Your Resume 2. Response to Selection Criteria of no more than 2 pages 3. Cover Letter (optional) <p>Applications Close on Sunday 7 October 5:00pm. Email necessary documents to info@thevoicepng.org or drop by our Head Office, Ground Floor of Cuthbertson House, Port Moresby.</p>