

Terms of reference for WAPPP Editorial Board Associate

Background

The World Association of PPP Units and Professionals (WAPPP) is a Geneva-based, global, independent, non-governmental organization. It has two main objectives: to serve its members' needs; and to serve the PPP profession by promoting international best practices and helping achieve the UN SDGs. The WAPPP membership includes institutional as well as individual members, public as well as private members, and academic as well as non-academic members. 45 PPP Units from around the world are part of the organization.

The management bodies of WAPPP are composed of :

- WAPPP President and WAPPP Executive Director
- The executive committee, which is in charge of management, strategy, direction, logistics and communication
- The steering committee, which provides coordination, implementation and guidance on individual chapters

WAPPP activities are conducted through regional chapters, sector chapters, thematic chapters and the council of PPP units heads.

Objective

The objective of this announcement is to share the recruitment notice to all WAPPP members.

WAPPP is a member-volunteer driven organization. The management volunteers it's time to conduct the daily business. As the organization is seeing rapid growth, some aspects of WAPPP operations require additional support to run its business. At this time, WAPPP is looking for volunteers to fill the following position of an Associate to the Editorial Board.

Scope of work

Editorial Board Associate

The Editorial Board is in charge of curating and developing WAPPP editorial activities. This includes in particular:

- o PPP papers, which should comply with academic requirements; they are published on the WAPPP website and compiled in a journal (first edition to be published in 2022)
- o The WAPPP Quarterly Magazine, composed of shorter articles targeting the general public.

Responsibilities:

The Assistant shall report to the chair of the Editorial Board. He/She will work with other members of the WAPPP Editorial Board. The assistant will support the Editorial Board with the following tasks:

- Liaise with authors
- Help identify potential authors and latest research on PPPs
- Support the publication of the PPP Quarterly magazine and other regular newsletters
- Articles and papers copy editing (english language, grammar and formatting)

- Help with updating of WAPPP website
- Drafting communications for website, magazine and blogs
- Ad hoc work to support the Editorial Board

Qualifications:

- Minimum of University (Bachelor's level) education
- Interest in PPPs
- Excellent command of oral and written English as a primary language
- Copy-editing experience is a strong plus
- Robust skills in IT, design and formatting, and website management tools.

General instructions

1. Remuneration

The positions are non remunerated. It shall be conducted on a part-time remote basis (approximately 5 hours per week for each position), which may vary depending on the workload and broader WAPPP demands.

2. Length of position

Initial position will be for one year from the day of the start and can be extended upon agreement of both parties. Duration of the position will be subject to continued good standing between the Associate and the hiring manager.

3. Obligations of WAPPP and hiring manager

- Conduct business in accordance with WAPPP code of conduct
- Hold regular and mutually agreed meetings with each other
- Issue WAPPP email address
- Hold the candidate accountable to her/his responsibilities
- Provide regular updates and feedback on the performance to the candidate
- Support career development and serve as a mentor to the candidate
- In case of disagreement, provide an amicable and neutral environment, via the Executive Board

4. Benefits to the candidates

- Building a wide network of contacts in the PPP industry
- Getting first-hand experience on PPP trends and research
- Building a track-record within a global environment
- As the case may be, receiving support and mentorship for his/her own PPP oriented research

5. How to apply

Interested candidates should contact the following with their CV and a brief cover letter to hiring manager, Mr. Thibaut Morgues [Thibaut MOURGUES](#)

6. Timeline

- Apply by 7 October, 2022
- Position start end of October 2022 upon confirmation of selection process and reference check

- All positions are remote
- No travel is required