GBIF Secretariat seeks Technical Writer

The GBIF Secretariat seeks an external contractor to play a key role in the documentation process of the software tools developed by the Secretariat.

The Global Biodiversity Information Facility (GBIF) is a multilateral initiative designed to facilitate access to and sharing of data relating to the world's biodiversity via a global network of institutions and organisations. GBIF has designed and operates a Data Portal (data.gbif.org) that facilitates access to these data. Today, this Portal provides access to more than 160 million specimen and observation records provided in the form of more than 7,500 datasets.

The GBIF Secretariat (located in Copenhagen, Denmark) develops software tools for the international GBIF Community as part of the implementation of GBIF's Work Programmes[1]. Among these tools are the GBIF Data Portal (data.gbif.org), the GBIF Integrated Publishing Toolkit (ipt.gbif.org), the GBIF Participant toolkit, and several others.

As part of this effort, the GBIF Secretariat is seeking a motivated technical writer to participate in the documentation process of these software tools. This external contractor will work remotely, with coordination performed mainly by electronic means (email, online conferences, etc). This is an exciting opportunity to take part in a multi-cultural organisation on a major global, open-source information system project.

Under the overall supervision of the Programme Officer for Training, the successful candidate will work on:

- Designing, composing and writing software user manuals;
- Helping defining software specification documents;
- Collaborating in building software-embedded help systems;
- Producing online training materials for the GBIF eLearning portal (text, images, videos, etc);
- Participating in GBIF distributed helpdesk system and communities.

Minimum qualifications and experience:

- University degree in Communication, Design, Education or Computer Science/IT. Candidates without a university degree but with enough verifiable experience will also be evaluated.
- Experience in the use of publishing and image editing software, preferably open source alternatives (Scribus, LyX, Gimp, etc).
- Fluency in English (with excellent writing skills).

---

[1] http://www.gbif.org/GBIF_org/GBIF_Documents/GBIF_Documents

Desirable expertise/interests:

- Experience in documenting software projects will be an asset.
- Interest in the popularization and promotion of software solutions will be positively valued.

Skills and abilities:

- Good communication and interpersonal skills, including the ability to work in a multicultural environment.
- Ability to create, assimilate and convey technical materials in a concise, effective and attractive manner.
- Keen to take responsibility for the overall success of the products documented.
- Self-motivated and able to contribute constructively to a multi-task environment.

Terms and conditions and further information:

- Different subsequent contracts will be issued, which will be linked to specific tasks associated to the different tools to be documented.
- The work will be performed remotely (not in the GBIF Secretariat offices), with coordination performed mainly by electronic means (email, online conferences, etc).
- Further information about GBIF can be found on www.gbif.org.

Applications:

A cover letter of application (responding to the required qualifications and competencies), curriculum vitae in English (with names and full contact details of any referees) and examples of any previous relevant work should be sent to training@gbif.org.

Closing date: 27 February 2009. This call could be resolved before if a suitable candidate is found before that date.

Further enquiries are welcome at: training@gbif.org.

All received applications will be acknowledged; but only short listed applicants will be further contacted.