



**Open procedure: “Copy-editing of academic texts for the  
German Development Institute / Deutsches Institut für Entwicklungspolitik (DIE)”**

**Annex 3: Personal declaration on professional performance**

**I. Disqualification criteria**

I am a German native speaker (prerequisite for Category 1)	<input type="radio"/>
I am an English native speaker (prerequisite for Category 2)	<input type="radio"/>

**Professional experience**

*Qualification option 1*

I have at least three years' experience in the copy-editing of academic publications (these must be official publications; Master's degree dissertations do not qualify). I have enclosed at least three positive references (see Annex 4).	<input type="radio"/> Yes <input type="radio"/> No
I have a degree in a subject related to development policy (political science, economics, business studies, ethnology, sociology, human geography and/or economic geography). Copies of the relevant certificates must be enclosed.	<input type="radio"/> Yes <input type="radio"/> No

*Qualification option 2*

I have a degree in a different field or can provide evidence of several years' study in a relevant subject area (political science, economics, business studies, ethnology, sociology, human geography and/or economic geography) for which I am unable to provide a degree certificate.	<input type="radio"/> Yes <input type="radio"/> No
I have at least three years' experience in the copy-editing of academic publications with a development policy focus (these must be official publications; Master's degree dissertations do not qualify). At least three positive references must be enclosed (see Annex 4).	<input type="radio"/> Yes <input type="radio"/> No

I have sufficient professional experience to complete even complex jobs and those requiring a substantial amount of coordination with several authors on time.	<input type="radio"/> Yes <input type="radio"/> No
I have standard software available for all the services that I provide and I am sufficiently competent in using this software, in particular Microsoft Office (DIE currently uses the 2016 version) and Adobe Acrobat Professional or a comparable programme that permits digital corrections to be added to PDF documents.	<input type="radio"/> Yes <input type="radio"/> No
I am available on working days between 9.00 am and 5.00 pm CET (Fridays 9.00 am to 3.00 pm CET) to answer queries, take job requests and correspond directly with authors via e-mail and/or over the phone.	<input type="radio"/> Yes <input type="radio"/> No
I will respond to requests/queries within one day (except in the case of notified absences, public holidays, Saturdays/Sundays).	<input type="radio"/> Yes <input type="radio"/> No
I will inform DIE as far in advance as possible of any longer periods of absence (illness, annual leave) to ensure the smooth running of its job placement process.	<input type="radio"/> Yes <input type="radio"/> No



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**II. Award criteria**

Please tick as appropriate:

My professional experience of copy-editing academic publications with or without a development policy focus (evidence in form of at least three positive references):	>5 years	<input type="radio"/>
	5 years	<input type="radio"/>
	3 years	<input type="radio"/>
My experience of copy-editing academic publications <i>with a development policy focus</i> (evidence in form of at least three positive references). Up to five relevant projects can be listed:	5 projects	<input type="radio"/>
	4 projects	<input type="radio"/>
	3 projects	<input type="radio"/>
<p><i>Quality and scope</i> of references (academic publications only; flyers, for example, do not qualify):  <u>Up to five reference projects of 50 standard pages or more each</u> can be listed.                      Publications (of 50 standard pages or more each) <i>with a development policy focus</i> are awarded more points than other academic publications.</p>	Projects of 50 standard pages or more	Please enter the number of submitted references here (max. 5): _____
	Projects of 50 standard pages or more) <i>with a development policy focus</i>	Please enter the number of submitted references here (max. 5): _____
Delivery time: Texts of up to 10 standard pages in length	Same day or the next	<input type="radio"/>
	Within 2 days	<input type="radio"/>
	Within 3 days or more	<input type="radio"/>
Delivery time: Texts of up to 100 standard pages in length	Faster than 2 weeks	<input type="radio"/>
	Within 2 weeks	<input type="radio"/>
	More than 2 weeks	<input type="radio"/>
	4 weeks or more	<input type="radio"/>
I am fully familiar with the referencing guidelines of the 6th edition of APA Style.	Yes	<input type="radio"/>
	No	<input type="radio"/>
I am familiar with/I use Endnote and/or Citavi	Yes	<input type="radio"/>
	No	<input type="radio"/>

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Date, signature (text form\*)

\*) legible declaration in which the company or acting individual is specified