

## **JOB DESCRIPTION**

Department:	Administration & Finance Department
Post:	Content Writer
Classification:	Consultant
Term:	One year, with possibility of extension
Other condition:	Local recruitment

### **General Duties:**

Under the direct supervision of the Administration & Finance Department Director, the Content Writer will assist the Information & Public Relations (IPR) Officer to create the necessary materials for driving the APO's communication initiatives. This role requires the successful candidate to possess excellent writing and editing skills, creativity, flexibility, and precision.

### **Responsibilities:**

- Assist in IPR-related matters that create greater awareness of the organization;
- Assist in writing accurate, clear, clean, highly readable contents like web reports, blogs, speeches, letters, and press releases;
- Contribute material showcasing positive stories on multiple platforms about the work of the APO;
- Coordinate with subject matter experts on various articles, including fact checking and obtaining publisher's approvals for reprinting;
- Coordinate with subject matter experts, editors, and the design team on APO publications, whitepapers, and other written materials; and
- Perform other duties as may be assigned by the IPR Officer, Administration & Finance Department Director, or Secretary-General.

### **Qualifications:**

- Native-level English communication skills
- Bachelor's degree in Communications or a related field
- Good understanding of economic development and related issues
- 5–8 years of professional English writing experience, with a sample portfolio
- Experience in journalism with social media and web communications would be an advantage