

Job Title	Script Writer
Job Location	Delhi
Nature of Employment	Fixed Term and Full Time
About the Organization	<p>About DEF: Set up in 2002, the Digital Empowerment Foundation (DEF) is a development entity with focus on Information Communication Technologies (ICTs) for development and good governance. It works in key areas of – Skill development & capacity building, social entrepreneurship, ICT services delivery, Information for empowerment & development (CIRCs), digital content & solutions for rural empowerment, youth and women empowerment, Local self-governance (Panchayats), ICTs for Civil Society Organisations (eNGO), ICT solutions for MSMEs (eMSME), District Public Library as knowledge centres, Wireless solutions for communities (W4C), ICT for cluster development (Chanderiyan), ICTs for environment & natural resource management, Internet rights, Knowledge products and services (Research & case study products), Knowledge networks (the Manthan Award, mBillionth Award), Mobiles for Social & Behavioural Changes, Social Media for Development & Change, ICTs for regional development (North East India), Community Radio & Broadcasting solutions, ICT Academy for youth & institutional empowerment. DEF has presence in India, South Asia and initial interventions in Africa. Details at www.defindia.org</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Responsible for creating the idea for a script by studying information and materials/ developing design briefs by gathering information and data through research; • Ability to use the written word to express ideas or tell a story. • Creating every aspect of a script, including the dialogue, characters and plot • Editing, revising and reviewing work especially in response to feedback • Define terms of content development & work in close coordination with the videographer and editor & to develop the content. • Scripting of government schemes/entitlements so as to assist the videographer to create the videos of the same • Writing jingles, SMS's related to the project • Prepares work to be accomplished by gathering information and materials • Contributes to team effort by accomplishing related results as needed • Responsible for providing necessary support to the Programme Manager in creative thinking, writing, compiling and submission of work • The successful candidate will be an organised person and have a proven track record of developing creative ideas and concepts, as well as meeting very tight deadlines
Reporting to	<ul style="list-style-type: none"> • Programme Manager
Skills and Competencies	<ul style="list-style-type: none"> • Proactive thinker who seeks to improve work-flow and create efficiencies. • Detail oriented, self-sufficient and organized. • Create new story lines and characters • Flair of creative writing • Pro-active and flexible. • 3-5 years of experience in design development with a relevant experience in Social Sector. He/She should understand the

	Grassroots communities & develop content what appeals them most.
Educational Qualification	<ul style="list-style-type: none"> • Script writer should be at least a Graduate in any field from a recognized University or Institution with a diploma/degree in script development. • Three to Four years of proven experience in a well-recognized organization/company with same roles and responsibilities. • Strong background in writing with experience in simplifying/summarizing messages as well as writing dialogue. • Experience in communicating professionally with clients in all manners and focused on meeting the clients' objectives and expectations. • Professional and serious about delivering high quality work on time. Experience with meeting deadlines is essential. • Ability to work independently on client projects as a script writer, as well as in a team of project managers, project coordinators. • Solid written and verbal communication skills.
Salary & Benefits	<ul style="list-style-type: none"> • Negotiable (Based on the experience and competencies)
To apply	Please send your application and resume through e-mail at soohnaseva@defindia.net . Please mention in the subject line of your e-mail "SS1118_Script Writer". Only short listed applicants will be contacted. Selected Candidates are supposed to join with immediate effect. Interviews shall be conducted in the New Delhi office only.