

Job Title	Soochna Seva - Content 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 &amp; capacity building, social entrepreneurship, ICT services delivery, Information for empowerment &amp; development (CIRCs), digital content &amp; 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 &amp; natural resource management, Internet rights, Knowledge products and services (Research &amp; case study products), Knowledge networks (the Manthan Award, mBillionth Award), Mobiles for Social &amp; Behavioural Changes, Social Media for Development &amp; Change, ICTs for regional development (North East India), Community Radio &amp; Broadcasting solutions, ICT Academy for youth &amp; institutional empowerment. DEF has presence in India, South Asia and initial interventions in Africa. Details at <a href="http://www.defindia.org">www.defindia.org</a></p>
Duties and Responsibilities	<ul style="list-style-type: none"> <li>• Studying information and materials/developing design briefs by gathering information and data through research</li> <li>• Ability to use the written word to express ideas</li> <li>• Editing, revising and reviewing work especially in response to feedback</li> <li>• Develop content based on research or information provided</li> <li>• Responsible for writing manuals, reports, monthly newsletters, websites content, case stories and case studies</li> <li>• Responsible for providing necessary support to the Project Manager and Project Officers in creative thinking, writing, compiling and submission of work</li> <li>• Keep abreast with current affairs and issues.</li> <li>• Work in close coordination with Graphic Designer and Videographer</li> <li>• Responsible for regular updates on social media i.e. (Facebook, Twitter, Tumbler)</li> <li>• Responsible for updating the team, with new government schemes/entitlement.</li> </ul>
Reporting to	<ul style="list-style-type: none"> <li>• Project Manager</li> </ul>
Travel	<ul style="list-style-type: none"> <li>• Preparedness to travel extensively in all weather conditions, if required in the target areas</li> </ul>
Skills and Competencies	<ul style="list-style-type: none"> <li>• Excellent communication skills in Hindi and English</li> <li>• Creative thinkers in term of how media i.e. Social Media, Print media etc. can be used to promote the programme.</li> <li>• Detail oriented and organized</li> <li>• Pro-active and flexible</li> </ul>
Educational Qualification and Experience	<ul style="list-style-type: none"> <li>• Should be a Graduate/Post Graduate in any field related to</li> </ul>

	<p>development studies from a recognized University or Institution</p> <ul style="list-style-type: none"> <li>• Two to four years of proven experience in a well-recognized organization/company with same kind of roles and responsibilities.</li> <li>• Strong background in writing with experience in simplifying/summarizing messages as well as writing dialogue.</li> <li>• Ability to work independently on projects as well as in a team of project managers, project coordinators.</li> <li>• Experience in Development/Social Sector will be an added advantage</li> </ul>
Salary & Benefits	<p>INR 15000-25000 per month (Final decision based on their qualification and experience)</p>
To apply	<p>Please send your application and resume through e-mail at sochnaseva@defindia.net. Please mention in the subject line of your e-mail "Application for Content Writer". Only short listed applicants will be contacted. Interviews shall be conducted in the New Delhi office only.</p>