

# Writer

(full-time role)

*Are you a strong English writer looking for a new challenge? Are you interested in learning about research and community-based projects? Do you believe in helping people share their stories and experiences? We're looking for a strong, detailed, proactive Writer to join our team!*

As a Writer with Empatika, you will be a key member of our small team, contributing to the writing process for studies/projects, background research, proposals, and more.

You will have the opportunity to learn about participatory research approaches and processes, including aspects such as project design, analysis and reporting.

## Purpose

The purpose of the Writer role is to provide high-quality writing to assist our project teams with tasks and deliverables such as progress reports, literature reviews, inception reports, research proposals, and research reports, along with others. The Writer will collaborate with other team members in developing these deliverables.

## Duties and Responsibilities

- Prepare progress report of the study in coordination with the Project Director (PD)
- Conduct and write desk/literature reviews, in collaboration with the Study Lead.
- Support Study Lead in writing inception reports
- Support report writing process, working with the Study Lead to produce sections
- Support the development of other study deliverables, including briefs, presentations and infographics
- Write research proposals with supervision and direction from the Director of Research and Business Development Manager.

## Essential competencies

- Flexible and adaptive! Our projects require thinking on your feet and being flexible.
- Good problem-solving and decision-making skills.
- Proactive approach to work
- Excellent communication skills - we have a diverse team and work with a diverse range of partners. This requires someone who is an open and reflective communicator.
- A team player - we have a small but close team, and many activities require close collaboration. However, the Writer will also need to be able to work well independently when required.
- Ability to work well under tight deadlines - not always, of course, but sometimes there are tight deadlines for certain project deliverables which may require longer working hours.

## Skills and background

- Demonstrated English writing experience, essential.
- Strong spoken and written communication skills in English and Bahasa Indonesia, essential.
- Strong presentation and communication skills, preferred.
- Experience participating in research projects will be beneficial.

## Commitment

This position is a full-time position with an initial one-year contract (with possibility for extension). We are open to flexible working arrangements depending on the situation. Details can be discussed during the interview.

## Compensation

This is a salary position, to be paid on a monthly basis. Salary level will be based on the candidate's skills and experience.

## Contact Us

Interested candidate please send your CV and email to: [empatikateam@empatika.org](mailto:empatikateam@empatika.org), stating the position title on the subject of the email.