



## [RECRUITMENT] CONTENT DEVELOPER

Transparency International PNG (TIPNG) is a non-government organization dedicated to fighting corruption in PNG and promoting transparency, honesty and accountability in public and private dealings.

TIPNG is an equal opportunity employer who promotes respect in the work place. We take pride in also offering the following:

- A fun & exciting work environment with the opportunity to contribute to positive societal change
- Training & development for our employees
- Exposure to local, regional & international networks
- A competitive salary to attract the right person
- Access to supportive coaches and mentors

We are looking for suitable applicants to fill this new and exciting position as **CONTENT DEVELOPER**.

The Content Developer position is a strategic as well as an operational role. The Content Developer serves as an interpreter and analyst, gathering a wide array of information on TIPNG and its core issues and helping communicate those in a consistent and compelling way. The Content Developer will support the Communications Team with writing and editing needs, manage TIPNG's annual report, provide Brand Support, write and edit policy and legislative papers (briefs), reports and research documents, among other needs. You will be responsible for creating, improving and maintaining content to achieve our business goals. The Content Developer must grow intimately familiar with TIPNG's work and help interpret it for various target audiences, including the general public.

### Generic Responsibilities

1. Ensure adherence to TIPNG policies and guidelines
2. Prepare and develop reports as required by management
3. Ensure proper filing of documents - online and offline
4. Live and breathe the values of TIPNG within and outside of the organization and throughout all work carried out on behalf of the organization
5. Actively seek Membership for TIPNG amongst Communications stakeholders

The Content Developer will perform writing assignments as a key member of the Communications team, including:

#### 1. Conduct Research

- When creating content, content specialists conduct research to enhance their content. This may also include identifying relevant topics, fact-checking, and analyzing sources to generate information
- Conduct research, write and edit internal or external publications, policy and legislative papers, brochures and other collateral materials.

#### 2. Write and Edit Content

- After researching, content specialists write content. They maintain an appropriate tone in their writing, adhering to their employer's style guide. When editing, content specialists check for errors in grammar, punctuation, and styles
- Draft Position Papers for TIPNG
- Develop background papers for campaigns
- Monitor and collect Newspaper articles, relevant to TIPNG positions on issues

- Create, develop and manage high quality content for TIPNG networks, including partners which will be applied to increase visibility and strategies across all TIPNG brands
- He/she may be called upon to research and generate content for the website and social media as well as presentations and info-graphics.
- Work with the Communications & Marketing Lead and the Digital & Citizen Engagement Officer to develop the annual content calendar

### Requirements

- Tertiary qualification in relevant discipline
- He/she must have the ability to adapt tone and content for various audiences
- Must have a strong writing style, ability to adapt tone and level of difficulty for various audiences, provide advice on graphic content, help to develop concepts for written materials that may be needed and consult with others to provide guidance on writing priorities.
- Exceptional writing and editorial skills
- Strength in storytelling for interactive marketing purposes
- Strong project management skills
- Experience in working with WordPress, MailChimp, Microsoft Office, and social media sites and platforms such as Hootsuite, Facebook, Twitter, LinkedIn
- Energetic self-starter driven to achieve (and exceed) tangible goals with excellence and urgency
- Excellent communication skills, including the ability to communicate clearly, concisely, and persuasively in multiple forms (e-mail, phone, face to face)
- Outstanding organizational skills, superb attention to detail, and the ability to manage multiple relationships and projects concurrently
- Experience in graphic design and html is preferred, but not required
- Non-profit experience is preferred, but not required

APPLICATION CLOSE: Friday 18<sup>th</sup> December 2020

Applications must include:

- A CV no longer than 3 pages
- A Letter of Application
- 3 most relevant certificates
- A list of 3 referees with reliable telephone number and/or email address.

Send applications to:

**Chief Executive Officer**

Transparency International PNG Inc.

P O Box 591, Port Moresby, NCD

Applications can be dropped off at the TIPNG office: Section 54, Lot 31, Lokua Avenue, Boroko

For more information, call Tel: 3234917 or 3237517 or email: [info@transparencypng.org.pg](mailto:info@transparencypng.org.pg)