

Content writer and editor

VA no.2024-16

HELNETAS Laos is a development organization operating in Laos since 2001 and aims to support the Government of Laos to achieve its socio-economic development goal by supporting the rural communities to overcome poverty in a manner that is socially just, environmentally sustainable, and economically viable.

For the **Lao Upland Rural Advisory Services Project (LURAS Project Phase III)**, Helvetas Laos is looking for a consultant/consultancy firm that can support with writing services. The consultant/consultancy firm should have a track record with content writing in a vivid, simple, and captivating manner for international organizations in the development sector, preferably agriculture sector related.

Job title	Professional Writer
Location	Vientiane, with possibly working remotely, ideally close to Southeast Asian time zone
Duration of contract	The contract is for proximally 30 days spread from December 2024 to November 2025
Date of entry	December 2024
Key Tasks	<ul style="list-style-type: none"> • Support the project with development of knowledge products (based on data provided), editing and proof reading of project reports and knowledge products. • Revision and editing of project reports, communication materials and knowledge products, including graphic design and lay-outs following Helvetas corporate design (where required with external support); • Support in synthesizing data/ documents. • Create and edit engaging social media posts based on information provided by project team in English; and • Coordinate with Helvetas Head Office communication team about layout and graphic design, where applicable.
Profile/ Qualification	<ul style="list-style-type: none"> • Minimum of 2 years of proven experience as a Content Writer, Copywriter, or similar role. • Familiarity with content management systems. • Knowledge of and experience in the development sector (in Laos or Southeast Asia preferably) • Proficiency in MS Office. • Native English speaker (desired) • Excellent English writing and editing skills. • Attention to detail and ability edit and proofread content for accuracy and clarity. • Ability to meet deadlines and manage time effectively.

Dateline for Application	25 November 2024
Indication/ Remarks	<p>Interested consultancy firms/consultants are requested to submit their proposals/resume outlining relevant qualifications, showcasing experience relevant to this activity through filling out the following link Application form</p> <p>The Technical Proposal should contain the following:</p> <ol style="list-style-type: none"> 1. Consultant or Firm profile. 2. Relevant experience and capability with respect to scope of work including links to published works in these specific areas. 3. Resume of the consultant or entire team. <p>For a more detailed TOR please send to the email: Marieke.vanSchie@helvetas.org copied to rakounna.sisaleumsak@helvetas.org</p>

*HELNETAS is a gender, culture, race, creed, political and religion neutral organization, promoting inclusion and tolerance, respect and fair treatment for and between all employees, partners, contributors, participants and beneficiaries. **Women candidates are particularly encouraged to apply.***