



Short-Term Technical Writer (Contractor)

Job Title: Technical Writer
Work Schedule: Short-term consultancy
Date Revised: August 10, 2022

Position Summary/Mission

[American Leprosy Missions \(ALM\)](#) works in some of the world's poorest places to bring healing and hope to those affected by leprosy and related diseases, who are some of the world's most marginalized people. To support ALM's increased project reporting, grant writing, and manuscript development within the Africa region, ALM is seeking a technical writer to provide services for a 6-month period from September-February 2022.

Reporting Relationships

- Contractor reports to the Director of Data and Analytics

Scope of Work

- Copyedit and format project technical reports according to ALM and funder branding guidelines.
- Create report summaries, technical briefs, blog posts or other communications pieces based on larger reports to distill findings to a various audience.
- Support the development and publication of peer-reviewed journal manuscripts. Support may include publication planning, writing, copyediting, proofreading, formatting, and journal submission according to specific journal requirements.
- Support the proposal development process by consolidating information from staff discussions, reports or previous proposals and contribute to the writing of a competitive proposal package.
- Conduct literature reviews as needed to summarize current research and themes.

Accountabilities

To perform the job successfully, the employee should achieve or maintain acceptable productivity levels, quality levels and/or outcomes in the areas listed below.



- Develop and manage manuscript submission tracker to capture potential manuscripts, stage of development, target journal and desired timeline for submission.
- Delivery quality reports within agreed upon time frame.
- Develop proposal concept idea template and consolidate recommendations from various reports for potential proposal submissions.

Required Minimum Education, Experience and Skills

- Work-related experience as a grant proposal writer, technical writer, or a related role.
- Strong written communication and editing skills.
- Experience with widely used referencing styles or conventions and various reference management software (Mendeley, Zotero, Sciwheel, etc.).
- Ability to adapt the tone and style of writing where necessary.
- Ability to make technical information in the areas of science, public health, and research resonate with as many readers as possible.
- Track record of supporting publishing in peer reviewed journals.
- Adept at bringing together multiple information sources clearly and succinctly and communicating technical content in creative and engaging ways.

Preferred Education, Experience and Skills (Not Required)

- Experience in global health, NTDs or related sector
- Fluency in a second language (French is preferred)
- Experience with Asana

To apply for this contractor position, please send a resume and cover letter to almcareers@leprosy.org.