

**Tata Institute of Social Sciences
V.N Purav Marg, Deonar
Mumbai-400088**

Advertisement for a temporary position of Policy writer

Date: 10.07.2023

Name of the Post: Policy writer

No. of Post: 01

Last date of applications: 20/07/2023

Scope of work:

The Policy Writer is responsible for producing effective written technical brief documents on government policies (such as state-specific), procedures and guidelines. The writer summarizes the role's responsibilities, qualifications, and expectations. To effectively design and communicate policy, emphasize the need for good writing, research, and analytical skills. Conduct research and develop original policy content (Long term policy content, articles, reports, and provide timely feedback on writing quality).

Area of Responsibility:

- Perform regular assessments on the effectiveness of the documents produced.
- Reading and writing the content on the given topic.
- Multi-tasking on different topics in deadlines.
- Handling client communication via email, messages, social media, etc
- Re-write documentation such as operational procedures, manuals, and government policies.
- Edit written documents professionally and credibly.
- Must be a self-starter and possess self-discipline for the timely and regular creation of policy content.

Expected Outcomes:

- In-depth analysis of state-specific data.
- Collect information from various stakeholders.
- Do desk review on state-specific policy briefs.
- Triangulate all information collected to prepare state-specific policies.

Eligibility Criteria:

- Post-graduation degree in public policy, social science, communications, journalism or related degree program with excellent English – language skills.
- Experienced candidates with 2-3 years of policy content writing and editing peer-reviewed journals.
- Candidates must thoroughly understand policy content writing, such as well-research and data long-form articles, government policy briefs, and reports.
- Strong research and analytical skills and can work to tight deadlines.
- Good working knowledge of MS Office or Google Docs.
- Excellent oral and written communication skills.
- Write clear and concise proposals.

Remuneration:

Remuneration shall be 40,000/- to 50,000/- on each of the 8 to 10 deliverables tentatively. The number of deliverables may change as per the project requirements.

Application Procedure:

The application should be sent with the following documents via email shssprojects.tiss@gmail.com with the Subject Line: **“Application for the post of Policy Writer”** with the **updated curriculum vitae** attached.

Other Conditions:

- Only shortlisted candidates will be informed and invited for the interview.
- Preference will be given to candidates with experience. The Institute reserves the right to relax the qualification of the candidate based on experience.
- The Institute reserves the right to cancel the recruitment without assigning any reason.
- The institute reserves the right to invite persons for interview who may not have applied as per the above procedure and not fill up the vacancy advertised.
- Applications received will be short-listed; therefore, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to

be called for the interview.

Project Leader