

Job Opportunity

Post	Content Officer	Reference	TradeNet-HR/J/2022/01
Employment Type	Project Based		
No of Positions	02		
Term of Employment	Duration of the assignment is 1 (one) year from the commencement of work. Contract extension based on performance and need.		
Remuneration	Based on qualification and experience		
Scope of Work	<ul style="list-style-type: none">We are looking for an individual to provide writing services for all types of content on the website and other writing materials if required.		
Qualification & Experience	<ul style="list-style-type: none">Bachelor's Degree in communication, business or related field and/or similar proven professional experience in English language content writing or website content writingEffective time management skills and ability to meet deadlines;Excellent communication skills, both verbal and written in English and Dhivehi;Excellent personal skills such as teamwork, initiative and attention to details;General IT and Business field knowledge or background will be an added advantage <p>(note: Applicants are required to have the above minimum qualification. During the interview process, applicants will be tested and measured on their ability to think logically and communication skills.)</p>		
Responsibilities	<ul style="list-style-type: none">Work close collaboration with product development team and Business Process Analysis team under the general supervision of team leader / ManagerCreate website content based on the design layout provided and not limited to website content but any other media texts across all communication platformsEdit and proofread written documents by other project teams. The drafting and editing work may require some additional research and coordination with relevant teams.Review and proofread translations of documents and communication material in English as requiredEnsure all written work is authentic and consistent based on the provided architectural design of the website and aligned to best fit the project concept.Any other writing tasks related to the project as required.		

Interested applicants are requested to email us your applications with the following documents before 1600hrs on 10th January 2022 to careers@tradenet.com.mv

- Completed Job Application Form (<https://tradenet.com.mv/applicationform>)
- CV
- Scan of National ID card
- Scans of educational certificates
- Employment reference letters
- Police Report