

Senior Writer

About EAA

Education Above All (EAA) seeks to transform lives through education. We aim is to contribute to human, social, and economic development through quality education and other welfare programmes and initiatives. With a particular focus on areas affected by poverty, conflict and disaster, we will champion the needs of children and women and empower them to be active members of their communities. By meeting the demand for education, we will equip them to support sustainable development and to nurture environments of peace, security, justice and prosperity.

Working for Education Above All is more than just a job. It's the feeling of knowing that your work is contributing to making the world a better place for children and working with others who feel the same. If you share our mission, are passionate about making it happen and strongly believe you can contribute - then join us and you'll be in for a challenging and rewarding experience.

About the Position

EAA is currently seeking candidates for the position of Senior Writer to be responsible for the foundation's long-format communication content and materials, in line with the Foundation's needs and outreach to target audiences and stakeholders. The role is expected to understand the organisation's operations and be able to translate the impact into proper narrative communications for internal and external use. The successful candidate will be a highly skilled professional who is responsible, reliable, flexible and willing to regularly contribute to making our foundation a better place to work at.

Job Responsibilities

- Leading in drafting a range of written assets including but not limited to newsletters, magazine articles, speeches, Op-Eds, website content.
- Supporting with the process of drafting, editing and updating the Foundation's key advocacy messages across programmes.
- Supporting the Foundation's reputational risk management team by drafting sensitive communication and crisis management communication.
- Copy editing and fact-checking content such as research papers, academic submissions, and guidance.
- Devising, in collaboration with the Director and in line with industry best practices, guidance on writing style, terminology, sourcing, and other writing-related standards to be streamlined throughout the Foundation.
- Managing the communication planning and workflow if and as needed, with a focus on editorial oversight and content quality management for digital media and events-related communication.

- Contributing to the development of a value-based organization that fosters good communication and teamwork.
- Carrying out any additional tasks, projects or responsibilities as may be assigned by supervisor, reporting manager or executive management from time to time.

In order to be successful in this role you will bring;

- Bachelor's degree in English Literature, Political Science, Communications or other relevant field & a minimum of 10 years of relevant full-time work experience,
- Or a master's degree in a relevant field & 7 years of relevant full-time work experience.

Other Requirements

- Excellent written and editing skills across formats
- Fluency in English (both oral and written) is a must.
- Knowledge of another UN language such as Arabic, French, or Spanish will be an added advantage
- Demonstrated ability to communicate effectively and with a range of audiences and stakeholders
- Track record of producing high quality, engaging written content for multiple formats and audiences
- Excellent problem solving, analytical and out of the box thinking skills
- Understanding of the international development field and Sustainable Development Goal, with a focus on education and youth-related social issues
- Understanding of psychology in language
- Excellent relationship-building skills
- Excellent organizational skills and attention to detail
- Self-motivated and has ability to work with a high degree of autonomy

Application Procedures

If you are interested and this is something you would like to consider, please send your application, including a CV, a cover letter (in English), and three samples of your writing to career@eaa.org.qa

Please ensure your application email has the subject heading of [Senior Writer] – [insert your name]

Only shortlisted candidates will be contacted and advance to the next stage of the selection process due to the large volume of applications we usually receive. If you have not received a reply we regret to inform that, we have continued with other candidates.