

POSITION DESCRIPTION

Position:	Content Writer
Duration:	Short-term consultancy (up to 80 days until 30 June 2024)
Location:	Remote
Reports to:	P4I Communications Adviser
Closing date:	28 June 2023

About P4I

Partnerships for Infrastructure (P4I) is an Australian Government initiative partnering with Southeast Asia to drive sustainable, inclusive, and resilient growth through quality infrastructure. P4I partners with Cambodia, Indonesia, Laos, Malaysia, Philippines, Thailand, Timor-Leste, Vietnam and the Association of Southeast Asian Nations (ASEAN).

P4I works with partners to strengthen infrastructure decision-making and practice across the transport, energy, utilities and telecommunications sectors. P4I's focus is on the early stages of the infrastructure lifecycle, including planning and prioritisation, financing strategy, and procurement.

The 4 main services offered by P4I are linkages with Australian government agencies and other institutions, technical and policy advice, infrastructure project advice and knowledge-sharing and learning. As the foundation of quality infrastructure, P4I also integrates gender equality, disability, and social inclusion, and disaster risk reduction and climate change considerations into all activities.

Delivered through a single team, P4I is led by the Australian Department of Foreign Affairs and Trade (DFAT) in collaboration with EY, Adam Smith International, The Asia Foundation and Ninti One.

P4I has a regional head office in Bangkok, with staff also located in Australia and each partner country. More information about P4I is available at www.partnershipsforinfrastructure.org.

The Role

P4I requires a writer to respond to a range of writing and editing assignments to promote P4I activities and priorities in Southeast Asia. The writer will be expected to write and/or edit a range of P4I communications and knowledge content across the entire P4I portfolio on a casual or part-time basis.

P4I communications is focused on promoting P4I services and expertise, showcasing Australian infrastructure examples and impact, and advocating for resilient and inclusive infrastructure in Southeast Asia.

Requests for content may be for the communication channels of P4I, DFAT and senior DFAT representatives, Australian embassies in partner countries, and government partners. Assignments will often involve liaising with technical infrastructure experts, conducting independent research, and/or translating technical and complex information into plain English.

Reporting to the Communications Advisor, the role will be utilised around 1 to 2 days per week over a 12-month period (up to 80 days in total).

Responsibilities

The position holder will:

- Write and/or edit a range of P4I communications and knowledge content, including reports, website articles, social media posts, factsheets, case studies, video scripts, human interest or impact stories, media releases, speeches and blogs or thought leadership pieces.
- Adapt writing style to suit different audiences and communication channels, including P4I, DFAT, Australian embassies in region and government partners.



- Liaise with P4I's technical team and partners to inform content development and drafting, including turning complex information into plain English for a wide audience.
- Conduct independent research on infrastructure topics to add contextual analysis and relevant data/statistics to content, particularly blogs.
- Ensure writing is inclusive and accessible, and in alignment with the [Australian Government Style Manual](#) and P4I communications guidance.
- Provide suggestions on photos, graphics or imagery to accompany written content.
- Collaborate with the P4I Communications team to support busy content workflow and meet deadlines.

Selection Criteria

- Qualifications in a relevant discipline (e.g. Communications, journalism, international development).
- More than 5 years of experience writing content for a range of organisations and communication channels, preferably related to infrastructure and/or international development in Southeast Asia.
- Experience writing content about infrastructure in Southeast Asia will be highly regarded, including transport, energy and/or telecommunications, and the integration of resilience and inclusion.
- Strong communication, writing and analytical skills in plain English.
- Ability to conduct independent research with limited oversight.
- Excellent liaison, coordination skills, and ability to meet deadlines.
- Available to work across Southeast Asian and Australian time zones.

How to Apply

Interested applicants are requested to submit a CV and information below in an email with subject "[Candidate Name] – Content Writer" to recruitment@partnershipsforinfrastructure.org.

When applying, please include the following information:

1. Outline relevant experience and qualifications (no more than one page)
2. Attach a portfolio or links to examples of relevant written work
3. Include daily fee rate (inclusive of all applicable tax)
4. Names and contact details of two referees

Applications must be submitted by **11:59pm (Bangkok time) on Wednesday 28 June 2023**.

Due to the high volume of applications for P4I positions, only short-listed applicants will be contacted.

This position will be recruited through Adam Smith International (ASI). ASI is committed to continually improving the diversity of our workforce through the attraction, retention, and development of a diverse range of talented people. Women, people with disabilities, Indigenous and ethnic minority groups, and nationals of P4I's partner countries are encouraged to apply. We want people to be comfortable bringing their whole self to work and recognise that inclusion brings further opportunities for innovation and creativity.