



# PROPOSAL WRITER

## Job Description

IPID is seeking qualified candidates with a strong command of English to serve as proposal writers. Responsibilities include preparation of technical proposals and assistance in report writing for the team. Candidates will work under the guidance of our in-house expert team, ensuring high-quality and comprehensive Reports. The ideal candidate must be willing to work under deadlines, have a friendly and positive disposition, and be a team player.

## About Institute for Participatory Interaction in Development (IPID)

The Institute for Participatory Interaction in Development (IPID) is not for profit company established in 1996. It focuses on community development through participatory approaches, aiming to enhance the capacities of governmental and non-governmental organizations including UN agencies and other National and International NGOs. IPID specializes in various participatory methodologies, providing training, consultancy, and services in areas such as Participatory Rural Appraisal (PRA), Participatory Learning and Action (PLA), and Participatory Monitoring and Evaluation (PM&E). The institute works on a wide range of activities, including baseline surveys, social audits, program evaluations, and participatory planning, to empower local communities and promote sustainable development.

## Tasks include but not limited to -

- Analyze and compile Information collected from a variety of sources and tailor written documents to respond to specific evaluation criteria and requirements
- Proofreads and edits technical documents and proposals
- Working to identify required content for responses and assisting in writing winning proposals.
- Organizing proposal schedules and working on multiple efforts simultaneously.
- Proposal Management - either lead and/or assist management with proposal management

## Qualifications

- Excellent writing, proofreading and research skills.
- Attention to detail, ability to think strategically, strong record of execution
- Exceptional organizational skills with the ability to manage multiple priorities and projects under tight deadlines
- Exceptional grammar and proofreading abilities
- High Proficiency in MS Office Suite.
- Proven production and quality control in the proposal process.
- Excellent interpersonal skills and ability to work as part of a team

**Interested candidates**

please submit **your CVs**  
to **careers.ipid@gmail.com**

on or before **10th August 2024**