

KAPITA

Professional Writer

KAPITA is a private sector development company that aims to empower small and medium-sized enterprises (SMEs) through investment, research, incubation/acceleration, and market development programs.

In order to upgrade the Iraqi ecosystem, KAPITA is working on new startups development, helping established Iraqi startups small businesses to scale their (market, production, and evaluation), as well as personal development for entrepreneurs. KAPITA is taking the next logical step, by starting the first incubator and accelerator in Baghdad that hosts the most promising startups, providing them with seed funds, infrastructure and business services, financing and public relations. We will support the community by enhancing the entrepreneurial movement, building youth capacity, and feeding the private sector with human resources and knowledge-based, well-planned successful businesses.

We aim to be the institute that forms the core engine in developing the private sector in Iraq, we believe that to accelerate the growth of ecosystems and Entrepreneurs, there must be a core engine that grows fast in order to cause an overall growth and development to take Iraqi startups and small businesses to the next level.

Duration

The contract duration is **5 months with 70% of FTE** “*full-time employment*”. The duration of the contract is *extendable*

Professional Competencies :

- Bachelor’s degree in English, journalism or related field preferred
- An extensive and impressive portfolio
- 1-2 years of professional experience writing in business or research-related fields
- A genuine interest in sharing our stories
- Strong grasp of proper sentence structure
- Grammatical guru
- Ability to write in a variety of tones
- Consistently produces engaging work
- Creative, dedicated, Organized, Detail-oriented and self-starter
- Works well independently
- Excellent communicator
- deadline-driven

KAPITA

- Can understand the results of statistical analysis, develop conclusions from the analysis with the ability to discuss the findings, and compare it with other scientific papers or reports.

Role And Responsibilities :

- Write reports or perform literature reviews on various subjects based on the plan of the research team.
- Discuss research findings, and derive conclusions and recommendations.
- Report to the Research Supervisor and Lead Researcher
- Cite all material used for research and/or direct quotations
- Always utilize trustworthy and valid sources
- Ensure all written work is authentic and original
- Assist in the distribution of completed work
- Confirm accuracy of work according to factual evidence
- Create compelling, innovative, entertaining, and educational written content
- Consistently deliver compelling work that enhances our company message
- Write for a multitude of formats and across different mobile and print platforms
- Work to outlined expectations and requirements established in the project brief
- Write in accordance with the specified format, tone, and brand voice
- Outline and organize larger projects and present your plan to upper management
- Provide effective copy for advertising and marketing outlets
- Self-edit work for spelling, grammatical, and punctuation errors before initial submission
- Revise work based on feedback and line notes received from the editor
- Submit updates and queries to the creative director or senior editor
- Research intended topic thoroughly to gain vital background information
- Conduct interviews with relevant persons to further gain knowledge on a given topic

Submission

Please send your CV and any other supporting documents to applications@kapita.iq with the subject line "Professional Writer Application"

Submission Deadline: 26th September, 2021 6:00 pm Baghdad time

KAPITA

Please Note that we can only respond to successful applicants that pass into the second stage of evaluation.

NOTICE: Due to the urgency of the position, Kapita reserves the right of starting the interviews with selected candidates and fill the vacancy before the closing date.

Only shortlisted candidates will be contacted.

Female Candidates are encouraged to apply for this position. Kapita is an equal opportunity employer and we actively seek out diverse backgrounds, perspectives, and skills.