

JOB TITLE : TECHNICAL WRITER

I. SCOPE OF WORK

1. Work with the content developer, and learning assessment & delivery (LED) lead, and Knowledge Management Officer
2. Creation and updating of learning & development portfolio per organization
3. Project reports including donor report
4. Schedule as follows:

SCHEDULE	ACTIVITY	LOCATION
June – March 2021	Report generation Portfolio creation and management	TBC

II. KEY OUTPUTS AND DELIVERABLES:

Output	Period Covered
Reports	10 months
Portfolio	

III. WORKING ARRANGEMENTS

1. Engagement will start on June 2020 until March 2021 (to be finalized), schedule and other details to be finalized as soon as possible.
2. The Resource Person shall conduct himself/herself as part of the PDRF Project Team.
3. Resource person will make use of his/her own devices and resources to complete the expected output.