

## Job Description & Person Specification

This form summarises the purpose of the job, key tasks, and person specification. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the International Growth Centre (IGC), in consultation with the post holder.

**Job title: Copy Editor – Economics Editing**

**Department/Division: Ideas for India ([www.ideasforindia.in](http://www.ideasforindia.in)), India Programme, IGC**

**Duration: 1 October 2020 – 31 May 2021 (full-time), with possibility of extension**

**Application deadline: Applications will be accepted on a rolling basis until the position is filled**

### Job summary

'Ideas for India' ([www.ideasforindia.in](http://www.ideasforindia.in)) is an economics and policy portal run by the India Programme of the International Growth Centre (IGC) ([www.theigc.org](http://www.theigc.org)). The portal aims to serve as a platform for economists, other social scientists and practitioners to use their research and experience to weigh in on key policy questions and raise the level of debate in a format that is accessible to specialists and non-specialists interested in the issues of growth and development in India.

The copy editor will work as a part of the I4I Editorial Team. S/he will assist the Managing Editor in editing I4I posts, and undertaking any other activities involved in running the blog.

The position is based in New Delhi.

### Key tasks/Responsibilities

- Ensuring I4I posts conform to the blog's style guide
- Translating technical economic research into accessible and engaging language
- Assist with dissemination of I4I posts (social media, emails, newsletters, etc.)
- Assist with planning and execution of I4I events
- Assist with management of website backend/ content upload

**Person specification**

- Master's degree in economics, development economics, public policy/ administration, or a related discipline, or an equivalent qualification; Strong applicants with Bachelor's degrees in Economics will also be considered
- Excellent writing and editorial skills
- Understanding of policy-relevant economic research
- Ability to pay attention to detail, while producing work within tight deadlines
- Ability to work independently with minimum supervision
- Reasonable fluency in Hindi desirable

**Flexibility**

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.

**Compensation**

Competitive; Based on qualifications/experience

**To Apply:** Please email a covering letter, CV, writing sample, and details of two academic/professional referees to [managing.editor@ideasforindia.in](mailto:managing.editor@ideasforindia.in)