

## 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: Contract end date of 31 May 2021, with possibility of extension subject to performance and funding for the position**

**Application deadline: Applications will be considered until the position is filled**

### Job summary

'Ideas for India' 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. To enable deeper dissemination of I4I's evidence-based content, a Hindi section was launched in December 2018.

The copy editor will work as a part of the I4I Editorial Team. S/he will primarily be responsible for managing the **Hindi section**, and will also assist the Managing Editor in editing other I4I posts, and undertaking other activities involved in running the blog.

The position is based in New Delhi.

### Key tasks/Responsibilities

- Checking English-to-Hindi translation of I4I content, and editing Hindi content – as per the style guide – to ensure that the language is accessible and engaging
- Expanding the database of stakeholders from government, civil society, academia, media, and so on, who can potentially be relevant audiences for the Hindi content
- Managing the dissemination of Hindi content via social media and targeted emails to reach relevant policy stakeholders and the general audience
- Establishing and managing relationships with Hindi media, including content-sharing arrangements
- Planning and providing inputs for communications products such as infographics and videos, based on Hindi posts
- Supporting the process of editing, publishing, and dissemination of other I4I posts
- Assisting with planning and execution of I4I events
- Assisting with management of website backend/ content upload

**Person specification**

- Bachelor's degree in economics, development economics, public policy/administration, or a related discipline, or an equivalent qualification; Master's degree desirable. Current Ph.D. students may be considered for part-time engagement.
- Excellent writing and editorial skills, with a focus on Hindi
- Understanding of policy-relevant economic research and interest in current policy issues
- Ability to pay attention to detail, while producing work within tight deadlines
- Ability to work independently with minimum supervision

**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 samples (Hindi and English), and details of two academic/professional referees to [managing.editor@ideasforindia.in](mailto:managing.editor@ideasforindia.in).