

JOB DESCRIPTION – Research Associate & Writer

REFERENCE NUMBER AC/W/2021 Vacancy Announcement | 12th January 2021

Call for Candidature

Vacancy No.: 2021/2

Date Issued: 12.01.2021

Closing Date: 05.02.2021

Post Title: Monitoring and Evaluation (M&E) Officer

Duty Station: Nairobi, Kenya

Date Required: To be advised upon selection.

The Company:

We are a research firm specializing in assisting clients in completing their assignments.

We work on papers such as dissertations, thesis, term papers, proposals, etc. and have been reputed amongst our clients to offer nothing but premium services with many of them providing a constant stream of work for us.

The Job:

We are expanding and seeking to immediately fill in positions for 2 associate writers. Most of the work will entail writing assignments related to business & research proposals, term papers, dissertations, thesis, and article writing. If you have the proficiency to write in areas related to economics, accounting and finance, leadership this will be an added advantage. Note that all assignments are strictly customized to exceed customer expectations.

Requirements:

- Undergraduate in Business, Economics, Finance, Accounting and English. Other majors will also be considered.
- Excellent writing proficiency. Your writing aptitude needs to be above average with no spelling mistakes, run-on sentences, etc.
- Flair for research. You will carry out extensive academic and executive research on many diverse topics.
- Ability to be proactive under minimal supervision.
- Availability to work Saturdays.
- Ability to meet strict deadlines.
- A clear understanding of plagiarism and how to avoid it.
- Clear understanding and mastery of the different writing styles (APA, MLA, Chicago and Harvard) as well as their formatting and referencing.
- Excellent customer service.
- Ability to follow instructions to the letter.

***** Only those with prior writing experience need apply *****

***** Please note that this is a consultancy position. Remuneration is writer-dependent. *****

To be considered, please send a detailed resume and copies of relevant certificates and testimonials to info@mwangazafricaconsultants.com Quote the Job Ref in your application