

## Technical Writer (Milestone #5)

### Job Announcement

Job title: Greater Petaling's Technical Writer (Milestone #5)

Location: Petaling Jaya/Kuala Lumpur/Klang Valley, Malaysia

#### About City Cancer Challenge

City Cancer Challenge Foundation (C/Can) supports cities around the world as they work to improve access to equitable, quality cancer care.

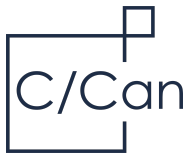
The approach is built on the core principle that cities can drive impact at national level by crafting data-driven solutions with the support of a network of global, regional, and local partners that reflect an understanding of the unique local context.

C/Can was launched by the Union for International Cancer Control (UICC) at the 2017 World Economic Forum Annual Meeting in Davos. It was established as a standalone Swiss Foundation in January 2019, and is now active in 14 cities around the world.

#### Summary of Position

This is a contracted position under a consultancy agreement, nominated by the Project Team Lead(s), reviewed by the Regional Director and the C/Can Technical Cooperation and Capacity Development (TCCD) team. The role involves supporting (a) the reporting of Greater Petaling's Milestone #5 meetings on 'Project Development Planning', (b) the drafting of project plans, (c) submission of the finalised project plans to C/Can.

We are seeking two technical writers with scientific writing skills in Greater Petaling for a deliverable-based (short-term) consultancy engagement, tentatively, to start in early April with a commitment lasting for approximately 3-4 months.



## Key Responsibilities

### Project development

- Support the Project Teams in taking notes in the Project Plan Development Workshop.
- Draft the project plans of each thematic area under technical guidance of the Project Team Lead(s) using C/Can's Project Plan Template. The drafting of project plans is based on the finalised version of project concept notes.
- Coordinate with the City Manager and Project Team Lead(s) to review the draft project plans and to accommodate the technical comments.
- Coordinate with City Manager and finalise the project plans of each thematic area as per the guidance and comments from Project Team Lead(s), Output Coordinator(s) and C/Can Global Team.

### About this short-term consultancy

1. This is a deliverable-based engagement
2. Remuneration: USD 1,000 - 1,500 subject to experiences and areas of expertise
3. To start in early April 2024 with a commitment lasting approximately 3-4 months

### Selection Criteria

#### Required competences

Applicants should have scientific and technical writing skills and have familiarity with the Malaysian Health/Cancer Care Systems.

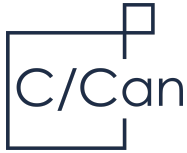
Additional but not required: Applications with prior experiences and involvement in the development of technical reports (i.e., strategic plans or policy papers)

#### Education

Bachelors

#### Languages

English



### **How to apply**

Technical Writers may submit (via e-mail) their application, including a Curriculum Vitae and Cover Letter to: [zhie.chan@citycancerchallenge.org](mailto:zhie.chan@citycancerchallenge.org). Please ensure that all documents are sent as PDF documents with the titles "your name cover letter" and "your name CV". Please put "Technical Writer" in the email subject line. Applications should be received no later than 01 April 2024. Only short-listed candidates will be contacted.