

BUSINESS PROCESS TECHNICAL WRITER

Organization: Global Green Growth Institute (GGGI)

Post Date: 14 February 2014

Location: Seoul HQ

Position Number: GGGI-HR_14-603

Closing Date: 24 February 2014

***This is a local position and doesn't entail expatriate benefits (e.g. relocation, housing, other allowances)**

The [Global Green Growth Institute \(GGGI\)](#) is an international organization dedicated to green growth. Headquartered in Seoul, it is a new, hybrid international organization – interdisciplinary, multistakeholder and driven by the priorities of emerging and developing economies – established by an initial group of eighteen governments pursuant to a treaty signed at the United Nations Rio+20 Conference in June 2012.

GGGI is dedicated to helping governments and industry pioneer and diffuse a new model of economic growth, green growth, that integrates ambitions for strong economic and environmental performance to achieve poverty reduction, job creation and social inclusion, as well as climate change mitigation and adaptation, addressing biodiversity loss and resource security. GGGI's approach is particularly suited to developing countries as we believe growth is an essential ingredient in economic and human development.

GGGI's theory of change leads it to focus on three major outcomes: (1) adoption and implementation of rigorous green growth plans based on strong analytics that form the core of national and provincial economic development strategies in emerging and developing economies; (2) research which builds a strong theoretical and empirical basis for green growth, while providing concrete options and guidance for policymakers; and (3) public-private partnerships that enable the scaling of resource-efficient investment, innovation and practice in key industry sectors as well as the engagement of companies in the implementation of national and subnational green growth plans.

JOB DESCRIPTION

The Business Process Technical Writer (Consultant) will be responsible for the following:

Business Process Management (BPM) Unit:

- Produce GGGI Operational Manual, a compilation of Business Processes across GGGI including the development of Online/Web-Based Version.
- Write & maintain the contents of business processes, procedures and/or guidelines
- Create & maintain processes flow diagrams, templates, forms and/or checklist.
- Produce training materials for the deployment of GGGI Business Processes including training package for New Joiners.
- Write meeting agenda and minutes for the Business Process Group Monthly Meeting and track actions items to closure.
- Administer and manage the content of GGGI Process Asset Library (PAL) Share Point Site.

Enterprise Resource Planning (ERP) Project:

- Produce End User training material for ERP Tool including training package for New Joiners.
- Build & maintain ERP Tool Online Help Files.
- Assist in tracking traceability of GGGI Business Processes, ERP requirements, designs and test scripts.

QUALIFICATIONS

- Minimum of 2 years experiences in Business Analysis and Technical Writing. Experience on Business Process Modelling/Design is a plus.

- Minimum of first-level university degree (Bachelors) and 2 years work experience and above or 5 years' experience in Business Analysis and Technical Writing.
- Computer skills specially MS Word, MS Excel, MS Power Point, MS Publisher, MS Visio or similar software. Experience in administering MS Share Point is a plus.
- On-Line/Web Publishing and HTML experience is required. Experience in Web Content Management is a plus.
- Fluency in English language, both written and spoken.
- Must be flexible and have ability to interact with all levels in the organization
- Highly motivated individual able to grasp complex systems/processes and learn quickly.
- Must have a demonstrated ability to work within tight deadlines.
- A sample of prior work must be presented at interview

HOW TO APPLY

- Interested candidates should apply to: recruiting@gggi.org.
- Including the position number in subject line is a **MUST**.
- GGGI will only contact candidates with whom GGGI wants to have further discussions.
- For more information on GGGI, please visit our website at www.gggi.org.



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