

December 2021

## Scope of Work

# Senior Technical Editor and Writer – Clean Energy

### (Part- or full-time)

[Asia Clean Energy Partners Limited \(ACE Partners\)](#) is an international advisory firm that provides consulting and advisory services related to the global energy transition. The firm supports the acceleration of clean energy deployment, with a focus on development outcomes and markets in Southeast Asia and South Asia. ACE Partners supports the design and scale-up of effective clean energy initiatives, with a focus in four main areas: (a) creating insights through research and analytics; (b) designing and packaging clean energy projects and programs; (c) connecting stakeholders with the knowledge, technologies, and finance to achieve results; and (d) building communities of practice through targeted communications and events.

Formed in 2018, registered in Hong Kong and with its main operating office in Bangkok, ACE Partners delivers its services through a small but growing team of staff located across several countries, and multiple corporate entities based in Hong Kong, Thailand, Australia and the United States.

The company is currently seeking a Senior Technical Editor and Writer to support its rapid growth and broadening client base, and to help strengthen the quality and consistency of its client deliverables, reports, and external communications.

#### Overview of the Position

The **Senior Technical Editor and Writer – Clean Energy** will be a part of the Communications Team and will (a) perform technical and copy editing on all client deliverables to ensure a consistent professional quality for the company's work products; (b) write blogs, news, media releases and other external communications, in coordination with, and with input from company technical staff; (c) provide strategic advice to the company on writing and communications quality; and (d) provide mentoring support for company staff to improve their writing and communication skills.

First and foremost, we seek a candidate with skills of a **technical editor**, who can focus on the reader experience and help ensure that written reports and communications from the company are well structured, can be easily grasped and understood by an informed lay and professional audience, and meet a high professional standard, helping to improve and enhance the company brand and reputation. The appearance and structure of the written products must confirm with acceptable typographical, grammar, spelling, and style conventions, while also being structured in a way that helps the readers comprehend the intended context of the document. At the same time, we seek a candidate with skills of a **technical writer**, who can develop written work products (e.g., blogs, op-eds, media releases) based on our company research and analysis that can instruct, explain, or persuade a specific audience and that employ writing strategies that result in a clear, concise, accurate, and easy-to-understand product.

Given the relatively young nature of the company, this is a dynamic and challenging role that requires flexibility to tackle the required tasks. The company offers great opportunities and scope for learning and development, and exposure to the rapidly growing clean energy industry in the region.

## Scope of Work and Detailed Tasks

The main tasks of the Senior Technical Editor and Writer – Clean Energy will include but not be limited to the following:

### Technical and Copy Editing

- a. initial review during project inception of each planned deliverable, and discussion with the project manager about the scope and structure of the deliverable;
- b. technical review of each client deliverable, in order to optimize the structure and clarity of the report; and
- c. final, detailed copy edit of all client deliverables to ensure a consistent professional quality for the company's work products.

### Writing and External Communications

- d. write blogs, news, media releases and other external communications, in coordination with, and with input from company technical staff; and
- e. develop and executed ideas for effective written external communications based on discussions with the Managing Partners and company technical staff.

### Strategic and Mentoring Support on Communications

- f. provide strategic advice to the company on writing and communications quality; and
- g. provide mentoring support for company staff to improve their writing and communication skills.

## Minimum Qualification Requirements

- **Academic Qualifications:** bachelor's degree in a science, technology, engineering, or math (STEM) discipline, or in a related to energy, environmental, or climate area of study. If the candidate has a degree in a non-technical field such as history, English, literature, or the social sciences, they are required to have familiarity with, and direct experience working on, clean energy issues.
- **Minimum Related Experience:**
  - at least 7 years of experience in technical editing and writing in a professional environment; and
  - at least 5 years of experience related to the energy sector, with most of the experience related to clean energy.
- **Expected Experience**
  - Strong written and verbal communications skills and experience working with content in multiple mediums.
  - Experience working cross-departmentally to communicate the nuts and bolts of a product.
  - Strong experience owning an end-to-end documentation creation process.

**Asia Clean Energy Partners**

**Registered Office:**

No. 5, 17/F, Strand 50  
50 Bonham Strand  
Sheung Wan, Hong Kong

- Excellent attention to detail and the ability to prioritize and work on multiple projects in a fast-paced, changing environment.
- A positive attitude, willing to jump in and tackle new challenges
- **Regional/Sector Experience:** Experience working in the energy sector and on energy-related issues in Southeast or South Asia is strongly preferred.
- **Location:** The company is fully virtual and location is therefore negotiable, however there is a preference for the position to be based in Bangkok or Southeast Asia to allow proximity with the Bangkok office hub and for convenience of meeting coordination.
- **Part- or full-time:** The position is conceived initially as a part-time position, but it is expected that the work load will increase steadily to meet increasing client demand and that it may convert into a full-time position within the first year. The times and days to be worked are flexible and can be negotiated.

## Reporting

The Senior Technical Editor and Writer – Clean Energy will report directly to the Communications Manager of ACE Partners.

## Period of Performance

**Start Date:** 1 February 2022 (or earlier)

## How to Apply

Please submit your application in the form of a CV and cover letter to [info@asiacleanenergypartners.com](mailto:info@asiacleanenergypartners.com)