



SPRF.IN

CALL FOR APPLICATIONS

ASSOCIATE, EDITORIAL

ABOUT SPRF

SPRF India is a public policy think tank headquartered in New Delhi. We engage young policy researchers under the guidance of an eminent board of trustees and seasoned advisors. As a dynamic and solution-oriented organisation, we horizontalise and intersectionalise policy by rooting it in data and non-partisan research. SPRF works at the intersections of Governance, Economy, Human Rights, Security, and the Environment. We curate narratives reflecting the aspirations of a country where more than half the population remains under 25.

Our research work finds mention and a place in publications like Hindu Business Line, The Quint, The Diplomat, FirstPost, News18, The Wire, ORF online, Business Insider, NewsClick, and Down To Earth

ABOUT THE POSITION

SPRF is looking for an Editorial Associate to assist the editorial team with policy research outputs at the intersection of governance, gender, economy, environment, security, and human rights. As an editorial resource, you will primarily be expected to fact-check, line-edit, proofread, ascertain the citations of outgoing SPRF publications, and meet output deadlines. The candidate will closely coordinate with the Founder Director.

This is a remote position.

ROLES AND RESPONSIBILITIES

- Support the editorial team in following the monthly editorial calendar.



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- Fact-check, line-edit, and proofread outgoing SPRF publications and reports per the house style.
- Ensure all in-house and external research articles follow SPRF's standardised editing guidelines.
- Ascertain the citations of each piece so that all content remains plagiarism-free and maintains academic integrity.
- Coordinate publication of shortened pieces in external publications.
- Correspond with external authors regarding information and editorial updates.
- Upon request, draft and/or edit written materials such as event reports, press releases, infographics, materials for the website, and social media content.

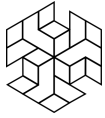
Please note this is not an exhaustive list; you may be required to take the initiative on particular tasks not included here as and when necessary.

DESIRED QUALIFICATIONS AND SKILLS

- Bachelor's or Master's degree in relevant fields such as English, Political Science, Sociology, Economics, Public Policy, etc.
- Proficient in English.
- Previous editing experience, especially knowledge of academic citations, is preferred.
- Strong writing skills, along with an ability to liaise with authors.
- Soft skills such as excellent time management, attention to detail, and comfortable working in a start-up environment.
- Ability to establish priorities, multitask, and work within tight timelines.
- Strong written and communication skills and an eye for detail.

APPLICATION PROCESS

Please send the following to recruitment@sprf.in with the subject line "Application for Associate Editorial":



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1. Resume
2. Cover Letter
3. A recent writing sample of not more than 1000 words with citations.

We encourage applications from candidates belonging to underrepresented and marginalised communities. We would appreciate it if you could disclose the same in your application email.

Note: Only complete applications will be considered. Due to the volume of applications received, only shortlisted candidates will be contacted. We will be unable to respond to emails or phone calls regarding the status of your application.

The application deadline is 10th November 2023, Friday (11:59 pm).