

**Title:** OCP - Technical Writer  
Master

**Region:** District of Columbia

**Req ID:** 591411

---

**Details****Requisition Details**

---

**Req. Class:** TWRTV1 : 4-Master

**Region:** District of Columbia

**Title:** OCP - Technical Writer  
Master

**Req. Status:** Open

**No. of Openings:** 1

**No. Filled:** 0

**Start Date:** 04/29/2019

**No New Submittals After:** 04/19/2019

**Worksite Address:** 441 4th Street, NW Suite 700

**Agency Interview Type:** In Person

**Advanced Technical Screening Required?:** No

**Existing Incumbent Resource?:** No

**Hours/Units per day:** 8

**Days per week:** 5

**Requisition Description**

---

**Engagement Type:** Contract

**Short Description:** 16+ years of experience. Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses.

**Complete Description:** RESPONSIBILITIES • • Develops, researches, and writes internal policies and procedures using “plain language.” • Advises Chief contracting officer on project direction, writing techniques, web content, and end-user needs. • Provides advanced capabilities in policy analysis, writing and editing, website content, and documentation. • Reviews legislation and regulations for relevancy and guidance on policy issues. • Creates original policy content and revisions on a variety of subjects: Contracts, solicitation, Requisition, human resources, government purchase cards – and more. • Develops a script for Helpdesk team • Create and develop a standardize template language on Contracts • Creates, revises and updates internal organizational website content • Responsible for developing and writing clear and concise internal and external publications that reflected the policies of procurement • Initiated and produced robust and intuitive templates for creating user-friendly interactive forms • Collaborated with subject matter experts to evaluate end-user needs for appropriate policy content and format. • Worked with developers to document business requirements, write release notes, and construct online Help and Training • Perform other related duties as assigned. -----  
----- CONTRACT JOB DESCRIPTION Responsibilities: 1. Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. 2. Coordinates the display of graphics and the production of the document. 3. Ensures content is of high quality and conforms to standards.  
Minimum Education/Certification Requirements : Bachelor’s degree in Information Technology or related field or equivalent experience

**Work Location:** OCP - 441 4th Street, NW  
Suite 700 Washington, DC  
20001

**Cost Center:**

OCP - Office of Contracting and  
Procurement

**Project:**

## Required/Desired Skills

### Required /Desired

Skill	Required /Desired	Amount	of Experience
16+ writing a variety of technical instruction manuals and how-to guides	Required	16	Years
16+ writing design specs for complex systems	Required	16	Years
16+ expertise and support of MS Office and Visio	Required	16	Years
Bachelor's degree in IT or related field or equivalent experience	Required	20	Years
Develops, researches, and writes internal policies and procedures using "plain language."	Required	11	Years
Experience in Develops a script for Helpdesk team	Required	6	Years
Experience in Developing manual	Required	6	Years
Experience in Developing contracts	Required	6	Years

## Questions

	Description
Question 1	Absences greater than two weeks MUST be approved by CAI management in advance, and contact information must be provided to CAI so that the resource can be reached during his or her absence. The Client has the right to dismiss the resource if he or she does not return to work by the agreed upon date. Do you accept this requirement?
Question 2	Please list candidate's email address that will be used when submitting E-RTR.
Question 3	There are no reimbursable expenses. Do you accept this requirement?