



BUILD-A-TECH

INCUBATOR & WORKSPACE

Building the technology of tomorrow to solve the challenges of today



JOB DESCRIPTION: TECHNICAL WRITER

Build-a-Tech Incubator & Workspace is a hardware technology accelerator dedicated to equipping start-ups with cutting-edge resources, tailored mentorship, and practical support that help innovators build impactful products. Join our team and help us communicate clearly, consistently, and professionally across internal and external documentation.

BASIC JOB FUNCTION:

Develop, organise, and maintain written content that supports Build-a-Tech's programmes, products, and technical activities.

CLASSIFICATION:

Creative / Technical Personnel

JOB TYPE:

On-Site / Full-Time

WORK HOURS:

SHIFT A: 08:00 AM – 04:00 PM

SHIFT B: 09:00 AM – 05:00 PM

SHIFT C: 10:00 AM – 06:00 PM

Saturday : 09:00 AM – 05:00 PM (1 Saturday / month)

SALARY:

₦100,000 to ₦150,000 Monthly,

determined by relevant years of experience, qualifications, and education

LOCATION:

Uyo, Akwa Ibom

DUTIES & RESPONSIBILITIES

- Produce well-written technical and non-technical documentation, including manuals, reports, white papers, standards, and training guides.
- Translate complex procedures, technical methods, and project activities into clear, concise language.
- Work closely with engineers, programme leads, and project teams to gather information and ensure accuracy.
- Maintain and update documentation repositories and version control.
- Ensure all published content aligns with Build-a-Tech's brand voice and quality standards.
- Prepare documentation templates, glossary entries, and style guides for internal use.
- Support proposal writing, programme summaries, and grant reporting documentation.
- Proofread and edit content for clarity, consistency, grammar, and format.

REQUIRED SKILLS

- Exceptional writing, editing, and proofreading skills.
- Ability to interpret technical information and communicate it clearly to a varied audience.
- Excellent organisational skills and attention to detail.
- Experience with documentation tools (Google Workspace, MS Office, Google Docs/Drive).
- Strong collaboration and communication abilities.

OPTIONAL

- Familiarity with technical fields such as engineering, software, energy systems, or fabrication.
- Experience using document versioning systems and content management platforms.
- Understanding of basic design/layout principles.

EDUCATION

Experience and proficiency in the Duties & Responsibilities section will be weighed above formal qualifications. Applicants without formal degrees should not be discouraged from applying. It is preferred that applicants possess a Bachelor's degree in English, Technical Communication, Journalism, or a related field.

TO APPLY

Interested candidates fill out the [Employment Application Form](#) and select the TECHNICAL WRITER position. Note: a Google Account is required to complete the application form. Additional enquiries should be directed to careers@buildatech.ng.