



# Higher Education Commission, Pakistan

## Expression of Interest

### Consultant (Publication)

The Higher Education Commission (HEC), Pakistan aims "to facilitate institutions of higher learning to serve as engines for socio-economic development of Pakistan" as stated in its mission. Along these lines, HEC has been laying special emphasis on promoting and inculcating a research culture in our HEIs. HEC aims to nurture and enhance academic and publication standards of national journals and text books through capacity building.

Post	Qualification & Experience
<b>Name of Post:</b> Consultant (Publication) <b>Tenure:</b> 01 year (extendable) <b>Salary package:</b> Market Competitive	<ul style="list-style-type: none"><li>• A Bachelor's/Master's degree (16 years of education) from HEC-accredited university</li><li>• Demonstrated experience in communication and editing</li><li>• High level English essential</li><li>• Ability to synthesise complex documents into key messages.</li><li>• Experience in drafting advocacy documents from research studies</li><li>• Experience in communication on matters related to social protection an asset.</li><li>• Excellent interpersonal skills and flexible attitude</li></ul>

#### Terms of Reference (TORs)

1. The consultant will coordinate with the relevant stakeholders to obtain data and relevant information
2. Copyediting:
  - a. Copyedit the research studies, analyses and tables in close consultation with the lead researchers
  - b. Suggest concise and catchy titles for each chapter and the ASEAN Study
  - c. Ensure the continuity and flow of the text, sentence structure, paragraph lengths, word choices, spelling, punctuation, grammatical accurateness, such as verb tenses, and content errors
  - d. Ensure style consistency, including in-text citations, heading capitalisation, table titles, and figure captions
  - e. Style Guides: The copyeditor will follow one of the standard manuals of style (such as the *Chicago Manual of Style* or *Oxford Style Guide*) and will prepare a style sheet that is to be sent to authors.
  - f. Transliteration: The consultant will develop a simplified version of the Library of Congress transliteration systems. This is to be followed strictly and consistently.
  - g. Proofreading: Once the report has been copyedited and laid out, the copyeditor will perform one or more rounds of proofreading, checking spelling, identifying and eliminating any layout problems, etc.
  - h. Design and Layout: The copyeditor will design, format and layout the magazine in preparation for printing, publication and dissemination.
  - i. The consultant will deliver one edited, copyedited and proofread research magazine/newsletter in each quarter of a year.
3. Develop and implement capacity building programme for editorial teams of eligible national journals including collaboration with COPE, Web of Science, and Scopus to mobilise support for training programmes.
4. Develop the implementation plan for HEC Textbook Writing Support Programme (HWTSP) to promote the production of high-quality textbooks, in physical as well as digital forms, by national authors for use as recommended or required reading in undergraduate or graduate level courses.

#### Application Process:

- Please apply online through: <https://careers.hec.gov.pk>, within 15 days from the date of publication of advertisement.
- Please do not send hard copies of application, CV or documents.
- Full details of the position (TORs) can also be seen at: <https://careers.hec.gov.pk>.
- The assessment of all professional experience will be considered from the date of basic undergraduate degree (i.e., 16 years of schooling).
- Part time, honorary, apprentice, or internee experience will not be considered. HEC is an equal opportunity employer.
- Only eligible candidates will be called for interview. Interviews of eligible candidates can be arranged via audio/video conference.
- No TA/DA will be admissible for appearing in interview.

For enquiries, please contact:

PID(i)5136/20/LRK

**Amjid Hussain Shah**

**Assistant Director (HRM)**

Higher Education Commission, Sector H-9, Islamabad

Phone No: 051-90401422, Email: [sup\\_careers@hec.gov.pk](mailto:sup_careers@hec.gov.pk)

For technical/IT assistance, please call: 051-111-119-432, 0334-1119432