

Advertisement

Grant Name: Oceans Partnership for Sustainable Fisheries and Biodiversity Conservation
Project: Ocean Partnerships for Sustainable Fisheries and Biodiversity Conservation
Executing Agency: Bay of Bengal Programme Inter-Governmental Organisation
Grant No. TF 018233

Recruitment of Consultants for the Ocean Partnerships for Sustainable Fisheries and Biodiversity Conservation – Bay of Bengal Regional Project

The BOBP-IGO is looking for suitable consultant(s) from India for appointment to the following position on purely contractual basis. The contract will be initially for a period of one year and is extendable for another year. Interested candidates should be willing to work in flexible hours. Women candidates are encouraged to apply.

To apply for the job, please send an email to info@bobpigo.org with following details:

- (i) Letter of intent (Explaining your suitability and willingness to take the job);
- (ii) A detailed curriculum vitae (CV) to demonstrate relevant expertise and qualifications; and
- (iii) Three samples of your work.

Please specify the name of the position in the subject line.

Candidates will be shortlisted based on the strength of their Letter of Intent and CV. Only shortlisted candidates will be informed and called for personal interviews.

Position

Job Title:	Copy Editor and Proof Reader
Job Type:	Professional & Technical
Location:	India
Recruitment Type:	Local hire
Language requirement:	English
Compensation:	Based on volume of work
Period of engagement:	Initially for one year, extendable for another one year
Closing date:	19th August 2017.

Objectives, Roles and Responsibilities

The followings are the detailed TORs for the Copy Editor:

- Restructure and rewrite the areas of text as needed to promote clarity, continuity and internal consistency and incorporate reviewers' comments;
- Shorten overly long sentences, ensuring proper rhythm within each paragraph. Insert breaks where required to shorten paragraphs that are too long;
- Redraft incorrect or unclear passages where necessary and insert any omitted text;
- Provide accuracy and consistency in capitalization, spelling, abbreviations/acronyms, notes, bibliography, titles, graphs, and tables (including their notes and sources);
- Ensure that the organization of the work promotes forward momentum and that the language is crisp and engaging;

- Ensure that arguments are presented in a balanced manner; that citations are included for statement/passages where required;
- Ensure that the language used is impactful; that repetitious text and jargon are eliminated; and that potential sensitivities (*e.g.* political, gender, culture) are flagged and ways of resolving the issue(s) proposed;
- Develop and ensure consistency in overall layout; and
- Review the page proofs.

Profile and Qualifications Required

The profile and qualification of the Copy Editor should include the following:

- Graduation with English as medium of instruction;
- Excellent written skill in English;
- Familiarity with environmental issues and scientific terms;
- Proficiency in computer application; and
- Candidates having familiarity with fisheries will be given preference.

Last date of receipt of Application

Applications must be delivered with the Letter of Intent, CV and full contact details of two referees to the address below (by mail/fax/e-mail) **within 15 days from the date of advertisement.**

Bay of Bengal Programme Inter-Governmental Organisation

Attn: Dr Yugraj Singh Yadava, Project Manager

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