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Amu CP/1/86

Ref. No.

16 AUG 2021

ADVERTISEMENT FOR AN APPOINTMENT OF EDITORIAL BOARD MEMBERS (2nd time)

As part of its mission to disseminate scientific knowledge and appropriate technology to the regional, national and international communities, Arba Minch University has been established four home-based journals and “Ethiopian Journal of Business and Social Sciences” is one of them. So far, the assigned editorial members have been working hard on the activities of the journal publication. However, the previous editorial board members have completed their terms of offices such that the university publication documentation and dissemination directorate office want to assign the new editorial board members including Editor-in-chief, Co-editor-in-chief, Editorial manager and Language editor to administer the publications of the journal. Therefore, the university announces for editorial board membership for competition to assign a competent and committed Ethiopian Academic Staffs. Female candidates are encouraged to apply!

N.B. Journals are discipline affiliated. Accordingly, the Ethiopian Journal of Business and Social Sciences is affiliated to business and social sciences faculties. Therefore, staffs of this institute are invited to apply for this journal. However, applicants for Language editor should qualify the requirements below.

Requirements:

Editor-in-chief: the candidate shall have:

- Academic rank of Assistant Professor and above with PhD
- Published three or more articles in reputable journals
- At least 7 years of teaching/research experience in universities/ research institutes
- Experiences of participation in research activities of the university as a researcher, reviewer, symposium organizing committee members etc...
- Experiences in working as editorial board or as a reviewer in other journals

Co-editor-in-chief: the candidate shall have:

- At least a rank of assistant professor preferably with PhD degree
- Published at least two articles in reputable journals
- At least 5 years of teaching/research experience in universities/ research institutes
- Experiences of participation in research activities of the university as a researcher, reviewer, symposium organizing committee members etc...





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- Experiences in working as editorial board or as a reviewer in other journals

Editorial manager

- At least a rank of assistant professor preferably with PhD degree
- Published at least one article in reputable journal
- At least 4 years of teaching/ research experience in universities/research institutes
- Experiences of participation in research activities of the university as a researcher, reviewer, symposium organizing committee members etc...
- Experiences in working as editorial board or as a reviewer in other journals

Language editor

- PhD degree in English Language studies
- At least 4 years of teaching/ research experience in universities/ research institutes
- Previous experience in a language editor
- Experiences of participation in research activities of the university as a researcher, reviewer, symposium organizing committee members etc...

Duties and Responsibilities

Editor-in-chief

Editor-in-chief of have the following roles with the support of Co-editor-in-chief:

- Chairs editorial board meeting
- Prepare annual plan of the publication and evaluate the performance
- Attract new authors and submissions
- Communicate with authors
- Reviews submitted manuscripts for layout and major editor's issue
- Select appropriate reviewers and send the articles to reviewers in AMU or elsewhere
- Making a decision to accept or reject manuscripts for further review
- Communicates comments for the reviewers to the authors timely
- Edits all articles before publications
- Works to improve the quality of the journal
- Creates links with other sister journals national or internationally
- Make sure that the journal is indexed with international data bases





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- Find and renovate an international standard serial number (ISSN) and digital object identifier (DOI) for the journal
- Identifies topics from symposia of AMU for special issues of the journal
- Link the journal to the public including the scholars, scientific societies, local and international advisor and associate editors

Co-editor-in-chief:

- Co-editor-in-chief shall support the editor in-chief in all activities

Editorial manager

Editorial manager should perform the following activities

- Handle and records cases of Editorial board meetings
- Receives and registers manuscripts for publication and manage the publication process
- Manages for timely publication of reviewed, accepted and edited articles and perform any other duties as may be required by the editor-in-chief

Language editor

- Edits the language (spelling, grammar, punctuation etc...) of the article
- Ensure all part of the document matches (Table of content agrees with heading in the text and with the page number, list figure and appendices with the heading and pages)
- Ensure that tables, figures page numbers, equations, footnotes etc... found in the article are clearly and correctly presented
- Ensure whether the article are as per the journal guidelines

Accountability:

Editor-in-chief

Editor-in-chief is accountable to the publication documentation and dissemination directorate

Co- editor-in-chief, Editorial manager and Language editor are accountable to editor-in-chief

Terms of Offices:

- All editorial board members assignment will be subjected to three years based on their performances.





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Benefits:

Major benefit: Satisfaction by his/her contribution towards the success of the vision of the University and achievements of the national and international services of the community.

String benefit:

3,500 Birr per month for Editor-in-chief and 2000 birr per month for Co-editor-in-chief, Editorial manager and Language editor respectively according the MoSHE's guideline.

Place & deadline of application: Interested applicants are required to submit the followings in a sealed envelope to Human Resources Administration and Development Directorate office before **August 27, 2021 G.C 5:00 P.M (Please indicate the position you are applying for)**

- All credentials
- Detailed C.V.
- Letter of Motivation

CC/

- Office of the President
 - Office of Vice President for Research and Community Services
 - Executive Research Directorate
 - Publication, Documentation and Dissemination Directorate
 - Human Resource Development Directorate
- AMU

