



Date: AMU 9/60/40
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Vacancy Announcement for Editor in Chief Position

Arba Minch University seeks to assign a competent and committed Ethiopian academic staff for the Editor-in-Chief position for the **Ethiopian Journal of Business and Social Sciences (EJBSS)** on merit base.

1. Duties and Responsibilities

The Editor-in-Chief is accountable to PDDD and has the following key roles:

- Chairs the editorial board members' meetings;
- Approves the annual plans of the publication;
- Evaluates the performance of the members;
- Communicates with authors;
- Decides whether a manuscript should be sent to reviewers based on the suggestions from the co-editor-in-chief;
- Selects and assigns appropriate reviewers, and sends the article to the reviewers;
- Communicates comments from the reviewers to the authors on time;
- Follows up and collects responses from the reviewers and decides on the status of the manuscripts;
- Works to improve the visibility of the journal;
- Ensures the dissemination of the published articles; Selection Criteria for the EB Members of AMU Journals;
- Creates links with other sisterly national or international journals;
- Makes the journal to be indexed in national and international databases;
- Obtains an International Standard Serial Number (ISSN) and digital object identifier (DOI) for the journal;
- Identifies topics for special issues in the journal;
- Delegated some of its roles to Co-Editor-in-Chief;
- Liaisons of the journal with the public, including scholars, scientific societies, local and international advisory and associate editors.

2. Requirements for the position

The candidate shall have:

- Associate Professor and above with a PhD Degree.
- Editorial board membership experience in internationally reputable journals, nationally accredited journals, and AMU-based journals;
- Publication experience in internationally reputable journals **in the last 5 years;**
- Peer review experience in internationally reputable journals, nationally accredited journals, and AMU-based journals **in the last 5 years;**



- Collaboration and Networking track record **over the last 5 years**; This includes: Collaborative and joint research or community development grand project, small-scale research grant, International Junior and Senior/Postdoctoral Fellowships, experience in relevant national/international academic/research boards, associations, societies, number of non-AMU PhD students advised.
- Active participation in research activities of the university **in the last 5 years**: This includes: Grand research project, small-scale research, special female research project, evaluating research proposals and community service projects, organizing national or international conferences, symposiums, workshops, or summer schools as a member of the main organizing committee, or as moderator, chairman, secretary, and rapporteur experiences
- Leadership experiences;
- Service year in higher education institutions;
- Community engagement in **the last 5 years**;

3. Benefits

Major benefit: Satisfaction with their contribution to the university's vision and its national and international community service achievements.


String benefit: As per the Ministry of Finance directive on Journal Editorial Board payments.

4. Place and deadline for application:

Interested applicants are required to submit the following documents in a sealed envelope to the Office of the Competency and HR Core Process before **April 17, 2025** G.C, 5:00 P.M.

- Full credentials, Detailed CV, Letter of Motivation
- Other documents as per the new **Journal Editorial Board Selection Guideline**.

With regards


Teklu wegayehu (PhD)
Vice President for Research
& Cooperation



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- Office of the V/President for Research and Community Engagement.
- Office of Competency and HR Core Process
- Office of the Publication, Documentation and Dissemination Directorate

AMU