



# Vacancy Announcement for Journal Editorial Manager

Arba Minch University seeks to assign a competent and committed Ethiopian academic staff to serve as the Editorial Manager for the **OMO International Journal of Sciences** (**OMO Int. J. Sci.**) on merit base.

### 1. Duties and Responsibilities

The editorial manager shall be accountable to Editor-in-Chief and performs the following activities:

- Handles and records cases of EB meetings;
- Registers manuscripts for publication;
- Manages the publishing process;
- Collects addresses of the authors and reviewers in consent with Editor-in-Chief;
- Performs any other duties as may be required by the Editor-in-Chief.

# 2. Requirements for the position

The candidate shall have:

- Assistant Professor and above preferably with a PhD a 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, smallscale 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 **July 25, 2025** G.C, 5:00 P.M.

- Full credentials, Detailed CV
- Letter of Motivation
- Other documents as per the Journal Editorial Board Selection Guideline (listed above in #2).



# <u>CC//</u>

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

### <u>AMU</u>