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12th February 2018

VACANCY ANNOUNCEMENT

The Annals of African Surgery is a peer reviewed official journal of the Surgical Society of Kenya. It is published twice annually. The journal is listed on African Journals Online (AJOL) and is at advanced stages in pursuit of indexing on Medline and Directorate of Open Access Journals (DOAJ).

The Journal is advertising the following positions:

Managing Editor- ONE POSITION

- Reporting to the Editor in Chief, He/She will serve for a renewable term of 4 years
- Must have at least a bachelors degree in journalism/media studies and show interest in research/publishing
- Roles include;
 - In charge of the daily operations of the journal, maintenance of journal equipments and installations
 - Conduct language editing and typesetting of articles prior to publication
 - Manage the journal social media accounts and content
 - Manage journal website and update content
 - Maintain adequate communication with all journal stakeholders
 - Act as liaison with the media
 - Prepares monthly statistical reports on Journal and editor performance; quarterly financial reports to compare office budget against actual expenditures; semi-annual editorial office report among others.
 - Manages production schedule and preparation of accepted manuscripts for publication. Maintains close working relationship with Publisher and the Society, while keeping Journal on track for all publication deadlines and allotted annual page budget. Organizes special article solicitation, submission, review, and production
 - Act as liaison between scientific community and Journal editors by fielding: questions regarding manuscript status and submission guidelines; pre-submission inquiries; feedback from authors and reviewers; questions and comments on Journal policies.

Interested persons should send an application enclosing their CV to kigera@annalsof Africansurgery.com to reach him on or before 1700Hrs (EAT) on 15th March 2018

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Dr. James Kigera

EDITOR IN CHIEF

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