



UAPS Union for African Population Studies **UEPA Union pour l'Etude de la Population Africaine**

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Union for African Population Studies Secretariat
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VACANCY:

EDITORIAL ASSISTANT FOR THE JOURNAL OF AFRICAN POPULATION STUDIES

Summary

The Union for African Population Studies (UAPS) seeks a qualified bilingual Editorial Assistant (French and English) to undertake a variety of complex editorial, research and support duties for seamless coordination and publication of materials in the Union's bilingual Journal. The Editorial Assistant will work under the direct supervision of the Editor-in-Chief but is expected to perform assignments independently and expeditiously to achieve desired results.

Background

UAPS is a non-profit making Pan-African organization whose main objective is to promote the scientific study and application of research evidence in policy formulation and program development on population and development issues in Africa. UAPS was established at the initiative of the United Nations Economic Commission for Africa (UNECA) by the Third General Conference of African Demographers, Statisticians and Planners held in Addis Ababa in March 1984.

UAPS seeks to recruit a full-time Editorial Assistant for an initial period of 24 months for the *Journal of African Population Studies/Revue des Etudes de la Population Africaine*, a bilingual journal [English and French] published twice a year, with occasional supplementary issues. The journal publishes high quality and relevant papers emanating from original research on African population, development and related fields. The successful candidate will mainly work remotely during the time of the assignment and will report to the journal's Editor-in-Chief.

Working under the direct supervision of the Editor-in-Chief, the Editorial Assistant's responsibilities include:

1. Supporting the Editor-in-Chief and the Editorial Board of the Journal in all activities leading to publication, including acting as a personal assistant to the editors and overseeing other required tasks.
2. Coordinating with the Board and authors to negotiate and monitor timescales for stages in the submission, reviewing and publishing process.
3. Maintaining contact with authors, editors, and contributors to track progress and ensure timely production of publications.
4. Developing excellent author/editor/contributor relationships and providing a high level of service.
5. Liaising with relevant stakeholders across the publishing process and providing information as required.
6. Proofreading manuscripts accepted for publication and finalizing layouts with corresponding authors.

7. General administration such as processing payments.
8. Assisting in the proposal and typescript review processes and providing occasional research support to the editors.
9. Interfacing with the Journal's website host company.
10. Attending to technical hitches to the website/publishing platform.
11. Contributing to the Union's goals by accomplishing related duties as required.

Academic Qualifications

- At least a master's degree in journalism, communication or media studies, language studies, social sciences, publishing, or any other relevant field.

Knowledge, Skills and Experience

1. A minimum of 5 years' working experience in writing or editing is essential.
2. Proofreading skills.
3. Excellent oral and written communication skills with excellent attention to details and accuracy.
4. Knowledge in academic publishing and peer review processes.
5. Strong planning and time management skills.
6. Ability to work well under pressure and meet deadlines.
7. Proficiency with IT packages like Microsoft Office, Adobe Creative Suite and document publishing software.

Remuneration package

The remuneration package is negotiable according to qualifications, experience and evidence of performance. This position includes health insurance, a contributory pension scheme, and opportunities for travel.

Mode of Application

Interested applicants should forward an application letter motivating suitability for the position as well as an updated curriculum vitae, copies of relevant qualification certificates and contact details of three referees, addressed to:

The UAPS President
Union for African Population Studies
RIPS/ISSER Building Complex, Room 19
Opp. Mathematics Department, University of Ghana
Accra, Ghana

Only electronic submissions will be accepted. Please submit your application to: uaps@uaps-uepa.org and copy to: EIC@uaps-uepa.org with the subject heading: APPLICATION FOR EDITORIAL ASSISTANT (VAC-EDA-001-22).

Equal Opportunity

UAPS is an equal opportunity employer and offers flexible working arrangements. Women and minority groups are encouraged to apply.

Please visit the UAPS website at <https://uaps-uepa.org/> for more information. Applicants are requested to include their telephone numbers and e-mail addresses in their updated curriculum vitae. Closing date for receiving all applications is on or before **15th June, 2022. Only short-listed candidates will be contacted.**