



CALL FOR APPLICATIONS
EDITORIAL BOARD MEMBERS FOR MOSES KOTANE
(REF -MKI/EBM-03/2022)

BACKGROUND

The Moses Kotane Institute (MKI) is looking to secure the services of experienced and suitably qualified South African Citizen to assist with extensively reviewing and deciding whether to accept decline manuscripts submitted for peer review as Editorial Board Members. The editorial board members will ensure that all MKIJ published research/articles are of international standard.

MINIMUM REQUIREMENTS

Should be a holder of Masters or PhD degree from are recognized university (Ph.D. degree will be an advantage). At least 3 publications in reputed journals. At least five years' overall experience in research-writing, editing or publishing programs. Demonstrated experience in editing research or publication with references from traceable institutions. Has worked in a higher learning environment or published research. International experience will be an added advantage.

CORE COMPETENCIES

Competent PC user and can work remotely with minimal supervision. Dynamic and highly committed to working in a fast-paced environment. Excellent analytical skills, attention to detail and ability to follow set deadlines. Good verbal and writing skills. Good time and project management skills, and willing to work long hours.

RESPONSIBILITIES

Ensure the rigorous standards of the scientific process by taking part in the peer-review system. Fact-check submitted articles to ensure that technical or specialized information is presented accurately and verify that the sources used are appropriate. Uphold the integrity of the journal by identifying invalid research, and helping to maintain the quality of the journal. Ensure content appropriateness to ensure that it is free from sexist, racial and ethncal inappropriateness. Fulfil a sense of obligation to the community and their own area of research. Establish relationships with reputable colleagues and their affiliated journals, and increase their opportunities to join an Editorial Board.

TERMS OF APPOINTMENT

The successful candidate will be offered an independent contract (up to 12 months) on a flat rate of R7500 per paper reviewed.

HOW TO APPLY

Interested candidates must email a detailed copy of a CV with at least 2 (two) contactable references; certified copies of ID, driver's license and copies of relevant qualifications (not older than 6 months) to: applications@moseskotane.com before or on **04 March 2023**. **Shortlisted candidates WILL be required to undergo competency testing** and verification processes.

Applications not compliant with the prescripts herein, will not be considered. Preference will be given to KZN residents. For any technical queries contact The Human Resources Manager, by sending an email to hradmin@moseskotane.com. Candidates who have not heard from MKI within 2 weeks from the closing date, can consider their application unsuccessful. Applicants will be disqualified for any incorrect information supplied. The Institution reserves the right not to appoint.