

EAST AFRICAN COMMUNITY
EAST AFRICAN SCIENCE AND TECHNOLOGY COMMISSION (EASTECO)



Research and Publications Assistant – G5- (REF: EAC/EASTECO/HR/04-17-18).

The East African Science and Technology Commission (EASTECO) is an Institution of the East African Community (EAC) established by the 5th Extra-Ordinary Summit of the EAC Heads of State on 18th June 2007, with a mandate of coordinating and facilitating the activities of the Partner States and national science and technology institutions to promote the development and application of science, technology and innovation in all its aspects.

As part of its activities in Financial Year 2017/18 the Commission is establishing the EAC Journal on Science, Technology and Innovation, in collaboration with the Inter-University Council of East Africa (IUCEA) and the Nelson Mandela African Institute for Science and Technology (NM-AIST), with a financial support from the African Development Bank (AfDB).

EASTECO is therefore seeking to engage a **Research and Publications Assistant** who will support the publishing activity for the East African Journal on Science, Technology and innovation, through a range of technical and administrative responsibilities.

The Research and Publications Assistant will provide support and assistance to the Principal Officer Innovation, Technology Development and Acquisition across the range of tasks undertaken by the unit, from editorial and production through to sales and marketing, with particular responsibility for maintaining the systems and procedures that ensure the smooth running of the Journal.

The incumbent will provide technical assistance in the following key areas: (1) editorial work (2) design and publishing work (3) Communications with reviewers and authors (4) marketing and dissemination.

Applications are hereby invited from suitably qualified citizens of EAC Partner States for the position of Research and Publications Assistant which is vacant at the East African Science and Technology Commission (EASTECO).

1. Duty Station: Kigali, Rwanda

2. Position: Research and Publications Assistant

Grade: G5

Reports to: Principal Officer Innovation, Technology Development and Acquisition

3. Job description

Main purpose of the job:

The main purpose of the job is to support technical and administrative publication activities for the East African Journal on Science, Technology and Innovation.

Duties and responsibilities:

1. Coordinate the registration and identification process for the Journal;
2. Assist in report writing for the editorial and reviewers meetings, prepare and distribute agendas and minutes;
3. Manage the communication to authors, including calls for papers, reception & acknowledgement of submissions from authors, and communication of decisions from the peers reviewers to relevant authors;
4. Liaise with the Editorial Board on a regular basis to update on paper submissions;
5. Propose and initiate procurement of required equipment and infrastructure for publication of the journal;
6. Assist in the providing content for the Web-portal of the Journal and its management;
7. Assist in the design and online publication of the journal;
8. Assist in the marketing operations and dissemination of the Journal.
9. Provide journal editing and proof reading services
10. Manage archiving of the journal
11. Ensure DOI numbers are assigned to articles
12. Perform any other duties that may be required from time to time.

Qualifications and experience:

1. Bachelor degree in a relevant field of Science and Technology discipline. Additional qualifications in Communication or journalism will be an advantage.
2. 5+ years' of working experience (after graduation), with 2 years of relevant academic, substantive editing and proof reading experience
3. Knowledge of technical concepts related to ICT and journal publications;

Skills and competencies:

- Self-motivated with ability to work with minimum supervision;
- Must possess analytical and problem solving skills;

- Excellent writing and oral communication skills in English;
- Skills in computer software applications
- Familiarity with academic online journal systems and scientific references styles

4. Eligibility

Candidates are invited from all EAC Partner States.
Applicants should not be more than 55 years.

5. Terms and conditions of service:

The successful candidate will serve on contract for a period of 6 months.

6. Fringe benefits:

The job is at EAC G5 scale with corresponding Salary specified for it. The job does not attract any fringe benefits.

7. Mode of application

The interested candidates who meet the above criteria should send electronically their applications to the address below, comprising the following:

- Letter of motivation, with the reference- **(REF: EAC/EASTECO/HR/04-17-18.**
- Comprehensive Curriculum Vitae;
- Copy of the biodata page of passport/ID;
- Certified Copies of degree/certificates;
- Testimonials;
- Names and contact addresses (with telephone and emails) of 3 referees.

To:

**The Executive Secretary
EASTECO Secretariat
KIGALI, RWANDA**
Email: *easteco@eachq.org*

The application deadline is 15th December 2017, 4pm East African Time.

Please note that EASTECO does not require candidates to pay money for the recruitment process.

The EAC is an equal opportunity employer. Female candidates are encouraged to apply. EASTECO Secretariat shall only respond to those candidates who strictly meet the set requirements

All invitations for interviews will be done in writing.