Date: Nov/10/2026

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POLICY STUDIES INSTITUTE

VACANCY ANNOUNCEMENT

The Policy Studies Institute is in the process of establishing a scholarly journal and invites qualified and experienced candidates to apply for the position of Assistant Editor. The successful candidate will support the establishment and development of the journal; oversee its day-to-day editorial and administrative operations, including manuscript processing, peer-review coordination, editorial communication, and publication management, also assuming the responsibilities of the Managing Editor.

1. Educational Qualification

- PhD in English Language, Literature, Journalism and other Language Studies with Language, Literature or Journalism background.

2. Relevant Experience

- Experience in establishing scholarly journals within higher education or research institutions.
- Experience in institutional policy development, including drafting, reviewing, and revising preferably within higher education or research institutions.
- Experience in manuscript screening, assessment, and editorial decision processes.
- Experience in academic editing, proofreading, and scholarly publication.
- Familiarity with journal management systems, particularly Open Journal Systems (OJS), is an advantage.

3. Major Duties and Responsibilities

- Coordinate and manage the journal's overall editorial activities.
- Receive, screen, assess, and process submitted manuscripts.
- Identify reviewers and coordinate the peer-review process.
- Manage communication with authors, reviewers, and editorial board members.
- Coordinate manuscript revisions, editing, proofreading, and publication.
- Ensure compliance with editorial policies, publication ethics, and academic quality standards.
- Monitor manuscript progress and ensure timely publication.

- Contribute to journal development, visibility, and indexing.

4. Required Competencies

- Excellent English language and academic writing skills.
- Strong editorial judgment and manuscript evaluation skills.
- Excellent organizational, leadership, and communication abilities.
- Ability to manage multiple manuscripts and meet publication deadlines.
- Good understanding of scholarly publishing standards and publication ethics.

5. Application Requirements

Applicants should submit:

1. Updated CV with contact details
2. Copies of academic credentials
3. Experiences
4. Application/motivation letter.
5. Contact details of two professional referees.

6. Employment Details

- Position: Assistant Editor
- Number of Positions: One (1)
- Employment Type: Full Time
- Salary: As per PSI's Scale
- Application Deadline: **November 16/2026**

All applicants are required to submit their credentials compiled into a single PDF document via the following email address: psihrmda@gmail.com or use the Google Form below starting from the date of this announcement. Applications received after the deadline will not be considered. Only shortlisted applicants will be contacted by telephone.

Google Form: https://forms.gle/yTnDNzYBeTFd2cNq5 or Scan the QR code