



## JOB OPPORTUNITY AT STRATHMORE UNIVERSITY

**Job Title:** Editor-in- Chief – Strathmore University Press  
**Department:** Research & Innovation Services Office  
**Reporting to:** Dean Research & Innovation

### Basic job summary:

The job holder will be responsible for ensuring that the Strathmore University Press is a leading publisher, contributing to the dissemination of knowledge fostering research and supporting the University's goals.

### Duties & Responsibilities:

#### Publication Management

- Manage the Strathmore University Press (SUP) on behalf of the Office of DVC Research & Innovation
- Supervise the implementation of policies and regulations enacted by the Board.
- Maintain proper records and documentation of Strathmore University Press.

#### Editorial Oversight

- Review manuscripts and advise whether they should be published.
- Setting Editorial Guidelines for journals.
- Hiring and developing writers, junior editors and senior editors.
- Guide the formation of editorial team from different schools.

#### Financial and Resource Management

- Developing and managing budgets for the editorial team.
- Fundraise for Strathmore University Press and related University projects.



# PEOPLE & CULTURE ANNOUNCEMENT



## Promotion and Outreach

- Maintain an up-to-date Strathmore University Press website.
- Guide research, writing and dissemination of Strathmore University students' and faculty ideas through the Strathmore University Journals and other publications.
- Sale and market Strathmore University Press publications.

## Minimum Academic Qualifications:

- PhD in a relevant field

## Experience:

4 to 6 years' experience

## Competencies and Attributes

- Excellent writing skills
- Critical thinking
- Analytical skills
- People Skills
- Excellent writing skills

Are you qualified for this position and interested in working with us? We would like to hear from you. Kindly send us a copy of your updated resume and letter of application (ONLY) quoting “**Editor in Chief – Strathmore University Press**” on the subject line to [recruitment@strathmore.edu](mailto:recruitment@strathmore.edu) by **14<sup>th</sup> June 2024**.

Due to the large number of applications, we may receive, kindly note that only the shortlisted candidates will be contacted. Please be advised that Strathmore University is an equal opportunity employer and does NOT ask for money from applicants under any circumstances during its recruitment process. Interested applicants are encouraged to exercise caution upon receiving any such interview opportunity that requires payment of any money.

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