



Central University of
Technology, Free State

JOIN THE TEAM

Ubuntu

Integrity

Diversity

Innovation

Excellence

Fixed-term Journal Administrator and Researcher (P9)



Bloemfontein Campus

RESEARCH, INNOVATION AND ENGAGEMENT | Office of the DVC: Research, Innovation and Engagement | Ref 1658



About the
position

Main purpose of the job

Administration of the Journal for New Generation Sciences (JNGS) processes and research based on the JNGS.

Main tasks

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|---|-------------------------------|
| 1. General Journal Administration | 2. Performing Desktop-Review |
| 3. Facilitating Peer Review | 4. Finalisation of an edition |
| 5. Research on Journal and report writing on its editions | |



About the
appointment

Nature of appointment

- Part Time Support Services (2 Year Fixed Term Contract)
- 20-hours per week. The working hours will be flexible as agreed with the direct supervisor

Minimum salary scale (Total Cost to Company)

R286 156 per annum
(updated 2024 salary scales to be confirmed)

Note: CUT applies an internal parity model to determine remuneration that complies with the principle of "equal pay for work of equal value". Accordingly, the preferred candidate may expect an offer that is in line with their qualifications and years of similar experience. Please contact the Recruitment office for more information on the applicable salary scale.



What are we
looking for?

Minimum Qualification/ Knowledge and/or Experience

- Honours Degree or equivalent degree qualification (NQF Level 8 degree).
- Two years' experience in all aspects of Journal Administration (including activities such as article acknowledgment, desktop review, facilitation of peer review, and compilation of an edition).
- Experience in desktop review and interpretation of similarity reports.
- Proved evidence of journal edition finalisation.
- Financial administration of Journal.
- Application of the DHET Research Outputs Policy (currently 2015).
- Bibliometric reports on Journal editions.
- Editorial Board administration, report writing, and minutes taking.

Desired Qualification, Knowledge and/or Experience

- Honours Degree with a research component (NQF Level 8).
- Four years' experience in all aspects of Journal Administration (including activities such as article acknowledgment, desktop review, facilitation of peer review, and compilation of an edition).
- Experience in administration of dedicated editions.
- Experience in developing a data basis for past and current journal submissions, their desktop and peer review, and publication records.
- Information collection on publication literacy practices.
- Submission of own or co-authored research papers for peer review.



Interested?

Job-Related Enquiries

Prof Laetus Lategan ✉ llategan@cut.ac.za

Remuneration, Benefits and Process Enquiries

Recruitment Office ✉ jobs@cut.ac.za

To find out more or to apply, visit www.cut.ac.za/careers or
<https://cut.simplify.hr/>

CLOSING DATE FOR APPLICATIONS – 15 March 2024

THINKING BEYOND