Afronomicslaw.org is seeking an Editorial Assistant

By:

Afronomicslaw

October 12, 2020

Afronomicslaw.org, the leading blog on international economic law focused on Africa and the Global South, is looking to hire an Editorial Assistant to provide support to Editors on a regular basis in connection with the blog, the African Sovereign Debt Justice Network Project, (AfSDJN); and other associated projects of the organization.

Editorial Assistant Duties and Responsibilities

The duties of the editorial assistant include, but, are not limited to the responsibilities listed below:

- The candidate will be primarily involved in the process of reviewing submissions and preparing them for posting on the blog. This will include checking for possible plagiarism.
- The candidate will be responsible for the day to day communication with authors, on behalf of the Editors, and to propose the scheduling of

publications on the blog.

- Search for new and upcoming developments on sovereign debt relating to Africa in particular, but also more generally.
- Working with the editors and the AfSDJN coordinator help to organize symposia, and other activities.
- Copy editing, formatting blog posts and organize website for uniformity and consistency in style; proofread editors' posts for substance and form when requested.
- Web site management: work with other staff and editorial team to manage the website, including production of special features and other regular features including helping with incremental changes in website design and development.
- Monitoring social media posts and reactions, taking notes in Webinars or participating as the case may be from time to time as part of the logistics team.
- Screen for comments made by readers to blog posts
- Keeping databases, spreadsheets and other records up-to-date
- Proofing and editing online text, including social media
- Compiling newsletters using web-design software, and sending out newsletters using distribution software to the Afronomicslaw.org listserv and updating the database
- Uploading text and images to the Afronomicslaw.org website using a content management system

The desirable candidate will be a Doctoral student in an area related to the mandate of Afronomicslaw.org and duly authorized to work. The candidate will be expected to have a strong understanding of the publishing process of Afronomicslaw.org, after training, as well as excellent writing and research skills. In particular, the Editorial Assistant must have:

- Excellent written and communication skills as evidenced in published writing
- Administrative experience
- Publishing knowledge
- Great multitasking and communication skills

- Excellent written and spoken English as well as good organizational skills
- Ability to work well as a team member

Application Deadline

Send your application with a writing sample of over 2000 words and curriculum vitae to Afronomicslaw@gmail.com by the end of the day in your time-zone on **Friday October 23rd, 2020**.

View online: Afronomicslaw.org is seeking an Editorial Assistant

Provided by Afronomicslaw