



## INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

### *Requires*

### **Editorial Officer, *Vikalpa***

***Vikalpa***: The Journal for Decision Makers is an academic peer reviewed journal published by Indian Institute of Management Ahmedabad. *Vikalpa*'s Editorial Office requires a dynamic Editorial Officer. For more information on *Vikalpa*, please visit <http://vik.sagepub.com/>.

#### **Job Description**

The key responsibilities and expectation of an **Editorial Officer in *Vikalpa*** are as follows:

**1. Responsibilities related to production of *Vikalpa* are as follows:**

- a. Edit and proof read manuscripts to make changes in form and content as needed, including stylistic, structural and grammatical changes in order to make the article fit for publication.
- b. Ensure smooth production process of the quarterly issues of *Vikalpa* including adherence to the qualitative and quantitative milestones for the Journal production.
- c. Manage communication with authors and referees through the production cycle of articles, as advised by the Editor.
- d. Liaise with the publisher for various aspects of the production, marketing and development of the Journal.

**2. Responsibilities related to subscription management and promotion of *Vikalpa*:**

- a. Ensure proper subscription management, post production activities like mailing and distribution of the journal, accounting activities of *Vikalpa* office.
- b. Coordinate the communication with the publisher for production and subscription related issues of *Vikalpa*.
- c. Coordinate the social media marketing initiatives undertaken by the publisher on behalf of *Vikalpa*.
- d. Organize manuscript development workshops under guidance of the Editor.

**3. Other responsibilities:**

- a. Be in-charge of the *Vikalpa* Office.
- b. Be involved in the outreach and publicity efforts for the journal including indexing and ranking.
- c. Communicate with internal and external stakeholders concerned with the *Vikalpa* Ecosystem.

- d. Provide general administrative support in terms of personal, telephonic & electronic communication with all stakeholders, filing electronic and hardcopy material, fielding questions from prospective authors.
- e. Provide administrative support to the Editor and the Vikalpa Executive Committee as and when needed.

**Qualification, Experience & Skill Requirements:**

- Post-Graduation in any discipline with outstanding English writing skills.
- Relevant experience of at least 5-7 years in editorial work; experience in academic writing is an advantage.
- Familiarity with the subject matter of management.

**Age: Maximum** 40 years as on the last date of advertisement.

**No. of Vacancy: 01**

**Reporting to:**

- The selected person will report to the **Editor, Vikalpa.**

**Salary & Allowances:**

- Selected candidates will be offered a pay scale of Rs. 56,100 (Level 10) as per 7<sup>th</sup> pay Commission. The selected candidate will be on probation for one year. After the successful completion of the probation period, if the performance of the candidate is found satisfactory, Institute will confirm the candidate in an offered pay level.

Interested candidates are advised to **APPLY ONLINE ONLY** latest by **September 25, 2019.**

**[Click here to Apply](#)**