

JOB ANNOUNCEMENT

Khyber Medical University requires the services of the following staff in its Journal's Management office on fixed pay and contract basis.

S. No	Post	Eligibility Criteria
1.	Journal Manager	<ul style="list-style-type: none"> MS/MPhil or equivalent qualification (18 years of education) with first division from an HEC recognized University/ Institution Proficiency in MS Office is a must. Preference will be given to candidates with experience in CorelDRAW Proven ability in record keeping, reports development, and report writing Minimum 03 years relevant experience in the University/government/semi-government/ autonomous organization <p>TORs</p> <ul style="list-style-type: none"> Will be able to execute the assigned tasks Assist the editorial team of the Journal in copy editing and publication of the Journal Volumes/Issues Perform the daily management of the Journal/Office activities Prepares and manages office documentation. Preparation of reports for the editorial review Addresses issues related to Journal management. Assist the editorial team of the Journal in communication with the authors/institutes/organizations/higher authorities
2.	Office Assistant: KMU Journals	<ul style="list-style-type: none"> Bachelor's or equivalent degree (16 years of education) with first division from an HEC recognized University/ Institution Proficiency in MS Office is a must. Preference will be given to candidates with experience in CorelDRAW Minimum 02 years relevant experience in the University/government/semi-government/ autonomous organization <p>TORs</p> <ul style="list-style-type: none"> Will be able to execute the assigned tasks Assist the editorial team of the Journal in copy editing and publication of the Journal Volumes/Issues Assist in Performing the daily management of the Journal/Journal Office activities Assist in preparing and managing the office documentation Assist in the preparation of reports for the editorial review Addresses issues related to Journal management. Assist the editorial team of the Journal in communication with the authors/institutes/organizations/higher authorities