



## Vacancy Announcement

Institute for Population and Social Research, Mahidol University

**Vacant position:** Foreign Expert, work as 1) Manager for Journal of Population and Social Research (JPSS) and 2) English Instructor

### Key responsibility areas:

#### For a manager of the JPSS

1. Monitor the JPSS performance through the entire end-to-end process of publication
2. Maintain and update JPSS website. Coordinate with editors for new submissions; produce Turnitin report for editors; receive revised submissions and verify completeness; monitor and follow-up on outstanding submissions with editors; monitor and improve quality of reviewer database; proofread the paper and ensure correct format of each publication
3. Forward submissions to reviewers; drive and monitor the review process, i. e. , ensuring each paper is sent to the appropriate number of reviewers; send reminder and update to editors, authors and reviewers
4. Preparation and maintenance of annual publication schedules, with attention to budgetary and publishing requirements.
5. Continuously plan and improve the journal work process
6. Replan where necessary to ensure on-time publication
7. Generate performance report and update to the editor-in-chief
8. Act as a focal person to coordinate and handle all issues for editors, editor-in-chief, reviewers, authors and other stakeholders
9. Provide information to authors regarding publication process and policy

#### For an English instructor

1. Perform teaching and course development for the “Reading and Writing in the Social Sciences Courses”.
2. Being an individual writing tutorials and mentorship for the “Reading and Writing in the Social Sciences Courses”.

### Standard work skills

1. Excellent verbal and written communication skills, interpersonal and service skills in a courteous manner to, and work effectively with diverse groups of people at various levels with inside and outside an organization. Writing skills sufficient to compose and edit a variety of documents using correct spelling and grammar with the ability to pay close attention to detail and proofread work carefully.

2. Ability to work accurately, with interruptions in a flexible way that allows for changes in assignments and priorities depending upon identified needs of the unit.
3. Organizational skills sufficient to prioritize work and complete assignments accurately, either independently or as part of a team, under pressure of competing deadlines and with frequent interruptions, working from own initiative and/or following direction, policies, or procedures.
4. Ability to exercise flexibility, initiative and discretion in handling confidential materials and matters.
5. Ability to exercise independence and judgement where required.
6. Computer skill: experience working in a computerized office environment with word processing, database and spreadsheet skills sufficient to prepare correspondence, reports, forms, statistical/ technical/ scientific materials, etc. with speed and accuracy, including the willingness to learn and use new computer programs/applications.
7. Experience using website management such as Joomla is an advantage and ability to adapt to a fast-paced work culture.

#### Qualifications

1. Non-Thai nationalities. Readiness to work in a Thai university workplace environment
2. Master degree or higher in any related fields or equivalent skills and experience.
3. Certification in TESOL licensure and endorsement programs is an optional but recommended.
4. Additional interest or expertise in one of the following areas would be valued: integration of content and language learning; English language and literacy development for Asian language learners; or technology - enhanced English language learning.

#### Work place

Institute for Population and Social Research, Mahidol University, Salaya Campus

#### Salary

Minimum at 37,120 THB with 8,000 THB Housing allowance per month and social security of Thai government

#### Application

Please apply online through e-Recruitment website at

<http://www.op.mahidol.ac.th/orpr/e-Recruitment> from now until February 20, 2020

#### Date for writing test and interview

Qualified applicants will be informed the date, time and venue for writing test and interview

Announced on January 20, 2020.



(Rossarin Gray, Ph.D.)

Director of Institute for Population and Social Research