

# **Advertisement/Terms of Reference (ToR) for the position of Managing Editor of Nigerian Journal of Materials Science and Engineering (NJMSE)**

**Website:** <https://njmse.msn.ng/>

## **1. Background**

The Nigerian Journal of Materials Science and Engineering (NJMSE) is the official publication of the Materials Science and Technology Society of Nigeria (MSN). The journal serves as a platform for disseminating cutting-edge research, reviews, and developments in materials science, engineering, and related disciplines. To ensure improved editorial performance, greater visibility, and eventual indexing in reputable international databases, the Society invites applications for the position of Managing Editor.

## **2. Objectives of the Assignment**

The Managing Editor will be responsible for coordinating the editorial processes, managing the journal's online submission and publication systems, ensuring timely publication of issues, and driving initiatives to enhance the visibility and global reach of NJMSE.

## **3. Responsibilities and Duties**

### **• Editorial Management**

1. Oversee the day-to-day editorial operations of NJMSE.
2. Coordinate manuscript submission, peer review, revision, and publication processes.
3. Ensure adherence to ethical publication standards and best practices

### **• Journal Visibility and Development**

4. Propose and implement mechanisms to enhance the visibility and reputation of the journal nationally and internationally.
5. Upgrade and maintain a robust online manuscript submission and management system, ensuring user-friendly access for authors, reviewers, and editors.
6. Strengthen collaboration with indexing and abstracting services.

### **• Strategic and Technical Leadership**

7. Develop and execute a roadmap for indexing the journal in reputable databases (such as Scopus, Web of Science, and DOAJ) by the year 2030.
8. Prepare periodic reports on the journal's performance, metrics, and financial status for presentation to the MSN Executive Board.

### **• Financial and Administrative Oversight**

9. Work with the Editorial Board and MSN Secretariat, including the MSN Publication Secretary, to manage the financial aspects of journal operations.

10. Ensure that income generated through subscriptions, advertisements, or publication fees is properly accounted for.

#### **4. Qualification and Experience**

11. Be a registered member of the Materials Science and Technology Society of Nigeria (MSN), not lower than a Professional Member.
12. Hold a PhD or equivalent qualification in any Engineering or Science discipline with relevance in Materials Science and Engineering.
13. Be actively involved in materials-related research and publications.
14. Have demonstrable experience in academic publishing, editorial management, or scholarly communication.
15. Possess good communication, digital, and project management skills.

#### **5. Duration and Reporting**

The appointment shall be for an initial two-year term, renewable based on performance. The Managing Editor shall report directly to the Editor-in-Chief and the MSN Executive Board.

#### **6. Remuneration**

The Managing Editor shall receive a stipend not exceeding 25% of the income generated from journal subscriptions and other publication-related revenues. Additional support may be considered for specific performance-based initiatives approved by the MSN Executive Board.

#### **7. Application Procedure**

Interested applicants should submit:

- A detailed curriculum vitae (CV);
- A cover letter highlighting relevant experience; and
- A brief proposal outlining strategies to enhance the journal's visibility and achieve Scopus indexing by 2030.

Applications should be made through [https://njmse.msn.ng/apply\\_ManagingEditor](https://njmse.msn.ng/apply_ManagingEditor), on or before Wednesday November 12, 2025.

#### **8. Inquiries**

For more inquiries, contact:

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