



## EDITORIAL CO-ORDINATOR FOR THE IJME: Position available

The *Indian Journal of Medical Ethics (IJME)* is a peer reviewed, indexed journal on bioethics, published by the Forum for Medical Ethics Society (FMES), Mumbai. It is the only journal of its kind in India, and has been published without break since 1993. The *IJME* is a space where advocacy and academics converge to lend voice to the marginalised, to improve the quality of healthcare in India and to make healthcare services and research more ethical, equitable and transparent. Since 2005, the journal has organised a biennial National Bioethics Conference, in collaboration with other organisations concerned with healthcare ethics. More history is available at [www.ijme.in](http://www.ijme.in).

**The FMES is looking for a full-time Editorial Coordinator for the *Indian Journal of Medical Ethics*.**

**WORK RESPONSIBILITIES:** The Editorial Coordinator will be responsible for:

- Coordinating between authors, editors, reviewers and editorial office members;
- Conducting initial review of submitted manuscripts, and taking them through the peer review process;
- Coordinating with the copyeditor, page maker and printer;
- Liaising with the website management team and supervising the journal website and website updates;
- Coordinating social media for the National Bioethics Conferences every two years;
- Working with members of the FMES Managing Committee to finalise grant proposals and narrative reports, and
- Managing other relevant correspondence.

**ELIGIBILITY:** The *IJME* is a multi-disciplinary journal, and candidates across disciplines are encouraged to apply; familiarity with healthcare issues and an interest in bioethics is an added advantage. In addition, the candidate should have:

- A masters' degree (or higher) with a minimum of 50% marks,
- Excellent command over English in order to manage journal submissions, participate in initial review, and maintain the journal's standards,
- A fair understanding of web-based technology.

The Editorial Coordinator is expected to work five days a week out of the journal's office, but may work from home under special circumstances, with prior permission from the Editor. S/he will report to the Editor and work with the other members of the editorial office.

The salary will be consolidated and negotiable. There is a two-month probation period. The contract may be terminated by either party with a two-month notice period. The *IJME* is looking for someone who can make a commitment to the journal for a minimum of two years.

Please mail your updated CV and covering letter to [ijme.editorial@gmail.com](mailto:ijme.editorial@gmail.com) with "APPLICATION FOR EDITORIAL COORDINATOR" as the subject head **by 15<sup>th</sup> August, 2016**. Shortlisted applicants will be called for an interview and the selected candidate will be expected to join office in September 2016.