



# Appointment of the Editor- South African Medical Journal

*The South African Medical Association (SAMA) is a professional association for public and private sector medical practitioners, existing to serve the best interests and needs of its members in all healthcare-related matters. (SAMA is incorporated as a Non-Profit Company with Registration Number: 1927/000136/08).*

<b>Job Reference Number:</b>	<b>SAMA Editor-SAMJ</b>
<b>Job Title</b>	<b>Editor- South African Medical Journal</b>
<b>Location:</b>	Remote
<b>Reporting Lines:</b>	Head of Department: Education and Publishing
<b>Contract Type:</b>	Part Time (+ - 20 hrs A week)
<b>Remuneration</b>	Market related

## Job Purpose:

Primarily be a high-profile advocate for strengthening of clinical research and academic medicine in South Africa; to ensure that the publishing activities of SAMA and its flagship journal, the SAMJ, are aligned to support academic medical communities, while guarding editorial independence; and to promote the dissemination of published work to ensure that SAMA's activities contribute to improving health, healthcare, education and training, and health policy making.

## Main Responsibilities:

### Editorial Leadership

- To lead a team of Associate Editors covering the main burdens of disease and research priorities for academic medicine in South Africa.
- To define an Editorial Strategy that provides clear direction to this team and acts to ensure a consistent vision for SAMA's work.
- To liaise with and advise the in-house management, editorial, peer review and production teams on appropriate policy decisions or changes, in line with the Editorial Strategy.

### Academic Liaison

- To act as the public face of SAMA's flagship -journal, the SAMJ
- To be the main contact point through which authors, reviewers, academic editors, and readers gain access to information about SAMA's services and referral to relevant in-house staff.
- To facilitate consultation with, and negotiation between, academic society clients or individuals and SAMA's management, including relationship building, communication of policy decisions, and problem solving
- To establish and strengthen relationships between SAMA and key academic, research and policy-influencing institutions.



### Promotion of SAMA values

- To promote the values of:
  - research integrity
  - academic rigor
  - community engagement and responsiveness; and
  - evidence-based decision-making in all activities, communications and public appearances undertaken in the role of Editor SAMJ
- To help ensure that these values are used to guide decision-making at all levels of publishing and SAMA management.

### Quality Improvement

- To guide the development of ethical editorial policies and procedures, including peer review guidelines, based on international best practice taking into account local context.
- To contribute to the development of workshops for young researchers to build capacity in research planning, academic writing, peer review and Publishing.
- To ensure regular review and revision of guidelines for authors and reviewers and quality of both submissions and review reports.

### SAMJ - Key Responsibilities:

#### Content Planning and Strategy

- Ensure steady stream of accepted papers for rapid Publishing in the online journal.
- Write or commission monthly Editor's Choice section.
- Commission directly, or request from Associate Editors, additional editorial, review, comment, or educational content as necessary to highlight important issues or findings.
- Liaise with Managing Editor on Continuing Medical Education content.
- Plan theme issues at least 6 months in advance.
- Write CPD questionnaires linked to online content as necessary.

#### Peer Review

- Work with the Managing Editor to establish workflows for screening of initial submissions and pre-submission enquiries, and communication of final decisions.
- Distribute submissions to appropriate Associate Editors to undertake peer review and ensure timely decisions.
- Support Associate Editors to maintain networks of active peer reviewers across a variety of fields and ensure quality and consistency in review reports.
- Convene monthly or bi-monthly virtual meetings of peer review team to discuss and resolve any issues.

#### Quality Assurance

- Ensure the development and implementation of strict standards of peer review, building on international best practices.
- Undertake continuous quality monitoring of review reports and published papers and suggest policy changes as necessary.
- Liaise with copy editing and production team to ensure that accepted papers comply with style and figure quality guidelines.
- Monitor number and quality of submissions as a way of measuring progress towards Editorial Strategy goals.



### Community Engagement and Feedback

- Design and implement regular surveys of target markets (authors, reviewers, readers) to provide feedback on strategic direction and respond to community concerns.
- Alert SAMA management and the peer review team to any feedback, positive or negative, to enable discussion of its merits and, if necessary, action.
- Provide SAMA management with inputs on overall company strategy and incorporating feedback from academic medical communities.

### Job Requirements:

- MBCHB
- PHD in a relevant Health Sciences discipline
- 8 to 10 years' experience in similar position and sector
- Extensive network of contacts in academia
- Knowledge of international best practices
- Policy development and review

### Job related knowledge:

- Leadership experience
- Strategy and planning
- Passion and commitment for strengthening academic medicine in South Africa
- Evidence-based decision making
- Planning and coordination
- Facilitation
- Negotiation
- Relationship building
- Computer Literate (MS Office)
- Verbal and written communication
- Interpersonal skills
- Ability to motivate people
- Attention to detail

**To apply: Submit a detailed CV to [careers@samedical.org](mailto:careers@samedical.org) quoting the job reference.**

**Validity period: 09 July 2024 to 19 July 2024**

**Should you not hear from us four weeks after the closing date please consider your application unsuccessful.**