



TERMS OF REFERENCE

DEPUTY EDITOR

JOURNAL OF AFRICAN POPULATION STUDIES (JAPS)

1. Background

The Union for African Population Studies (UAPS) is a pan-African non-profit organization established in 1984 at the initiative of the United Nations Economic Commission for Africa (UNECA). Its core objective is to promote the scientific study of population and development issues in Africa and to encourage the use of research evidence in policy formulation and programme development across the continent.

As part of its mandate, UAPS publishes the *Journal of African Population Studies (JAPS)* / *Revue des Études de la Population Africaine*, a bilingual peer-reviewed journal in English and French. The journal is published twice a year, with occasional supplementary issues, and serves as a platform for disseminating high-quality and policy-relevant research on population, development, and related issues in Africa.

To strengthen the editorial management and timely production of the journal, UAPS seeks to recruit a Deputy Editor on a part-time basis for an initial period of twenty-four (24) months.

2. Purpose of the Assignment

The purpose of this assignment is to support the Editor-in-Chief in the editorial management, coordination, and production of JAPS and to help ensure the timely publication of high-quality issues of the journal in both English and French.

The Deputy Editor will provide editorial, administrative, and coordination support across the manuscript handling, peer review, proofreading, and publication processes. The role requires a high level of professionalism, sound editorial judgment, strong organizational skills, and the ability to work independently within agreed timelines.

3. Reporting and Supervision

The Deputy Editor will report directly to the Editor-in-Chief on all editorial and operational matters relating to the journal.

Administrative oversight of the position shall be provided by the UAPS Council, in accordance with the Union's governance arrangements.

4. Duty Station and Mode of Work

The position is part-time and remote, with work undertaken primarily online. The Deputy Editor may be required to participate in virtual meetings with the Editor-in-Chief, members of the Editorial Board, authors, reviewers, and relevant UAPS structures as necessary.

5. Duration of Appointment

The appointment shall be for an initial period of twenty-four (24) months, subject to satisfactory performance and continued institutional need.

6. Scope of Work and Key Responsibilities

Under the direct technical supervision of the Editor-in-Chief, the Deputy Editor will undertake the following responsibilities:

- Supporting the Editor-in-Chief and the Editorial Board of the Journal in all activities leading to publication, including making editorial decisions and overseeing other required tasks.
- Coordinating with the Editor-in-Chief, Board and authors to negotiate and monitor timescales for stages in the submission, reviewing and publishing process.
- Maintaining contact with authors, editors, and contributors to track progress and ensure timely production of publications.
- Developing excellent author/editor/contributor relationships and providing a high level of service.
- Liaising with relevant stakeholders across the publishing process and providing information as required.
- Helping in the proofreading manuscripts accepted for publication and finalizing layouts with corresponding authors.
- General editorial services such as selecting and reviewing papers for suitable to the journal.
- Assisting in the proposal and typescript review processes and providing occasional research support to the editor.
- Contributing to the Union's goals by accomplishing related duties as required.

7. Expected Deliverables

The Deputy Editor will be expected to contribute to the following outputs during the assignment period:

- Efficient coordination of manuscript processing and editorial workflow.
- Improved communication with authors, reviewers, and Editorial Board members.
- Editorial support for the successful production of regular journal issues and any approved supplementary issues.
- Timely submission of agreed progress updates or reports to the Editor-in-Chief, as required.

8. Qualifications and Experience

Academic Qualifications

The Deputy Editor should possess:

- A PhD in population studies, demography, public health, social sciences, communication, journalism, English, or another relevant field; or
- An equivalent combination of advanced academic training and substantial professional experience in academic editing and publishing.

Professional Experience

The candidate should have:

- At least ten (10) years of relevant professional experience in writing, editing, academic publishing, or a related field.
- Demonstrated experience with scholarly publishing and peer review processes.
- Experience working with journals, academic manuscripts, or research publications, preferably in an international or bilingual context.

Knowledge and Skills

The Deputy Editor must demonstrate:

- Excellent writing, editing, and proofreading skills.
- Strong oral and written communication skills in both English and French.
- High attention to detail and accuracy.
- Strong planning, coordination, and time management skills.
- Ability to work independently, manage multiple tasks, and meet deadlines under pressure.
- Good interpersonal skills and the ability to maintain effective working relationships with a range of stakeholders.
- Proficiency in Microsoft Office and familiarity with document editing and publishing tools; knowledge of journal management systems will be an added advantage.

9. Remuneration

This is not a salaried position. However, UAPS may provide an honorarium in recognition of the Deputy Editor's contribution to JAPS. The amount and payment schedule, where applicable, shall be determined by UAPS in accordance with its policies.

10. Application Procedure

Interested applicants should submit:

- A cover letter addressed to the President of UAPS outlining the applicant's suitability for the position.
- An updated curriculum vitae;
- Copies of relevant academic and professional certificates; and
- Contact details of three referees.

Applications should be addressed to the President of the Union for African Population Studies.

Applications should be sent to: **uaps@uaps-uepa.org** and copied to: **EIC@uaps-uepa.org**

Subject line: APPLICATION FOR DEPUTY EDITOR, JAPS

Only electronic submissions will be accepted.

11. Equal Opportunity

UAPS is an equal opportunity employer and offers flexible working arrangements. Women and other underrepresented groups are especially encouraged to apply.

12. Additional Information

For more information on UAPS, please visit www.uaps-uepa.org

Closing date: 10 September 2026 at 5:00 p.m. GMT.

Only shortlisted candidates will be contacted.