



# UNIVERSITY OF WAH WAH CANTT

## ELIGIBILITY CRITERIA

| COORDINATOR – UW JOURNALS             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <b>Minimum Qualification</b>          | <ul style="list-style-type: none"><li>• MS in Computer Science / Information Technology from an HEC-recognized University</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Experience/ Expertise Required</b> | <ul style="list-style-type: none"><li>• Minimum of 2–3 years of relevant experience in academic journal management, scholarly publishing, or research administration.</li><li>• Hands-on experience with Open Journal Systems (OJS).</li><li>• Demonstrated ability to manage and maintain journal websites, including website updates and technical support.</li><li>• Experience in coordinating manuscript submission, peer review, editorial processing, copyediting, proofreading, publication workflows, DOI management, and communication with indexing and abstracting agencies.</li></ul> |