



भारतीय प्रबंध संस्थान बेंगलूर
INDIAN INSTITUTE OF MANAGEMENT
BANGALORE

Ref: IIMB/HR/RECT/2023/57

Date: 29 November 2023

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| About IIMB | The Indian Institute of Management Bangalore (IIMB) is a leading graduate school of management in Asia. Under the IIM Act of 2017, IIMB is an Institute of National Importance. |
| Industry/Service | Higher Education |
| Post/Job Title | Managing Editor – Management Review |
| Job Purpose | Supervising, managing and providing editorial support |
| Reporting to | Chief Editor – IIMB Management Review |
| Job Type | Contractual – Non-Teaching |
| Will closely work with | Internal: Faculty and relevant departments External: Faculty reviewer support from Management Institutes globally |
| Principal Accountabilities & Responsibilities | <ul style="list-style-type: none">• Editorial support to the Editor-in-Chief in assessment of article submissions (this includes reading all the submitted articles, locating reviewers, reviewing decisions, communicating with authors and AEs, and so on.)• Supervising the manuscript and review submission and tracking the system, and journal homepage.• Overseeing the post-review and publication process – copy editing, proof reading of articles, compilation of four annual journal issues.• Liaising with the publishers.• Preparing reports on journal performance and other journal-related aspects to internal and external stakeholders.• Managing and overseeing the annual IMR Doctoral Conference (IMRDC).• Preparation of budget.• Administrative supervision and allocation of work of the department.• For creating Topics & Evaluating the Writing Ability Test (WAT) papers.• To support the admission activity for all degree granting programmes wherein the written ability test is mandatory. |
| Key Skills and Ability Required | <ul style="list-style-type: none">• Creativity- Editors must be creative, curious, and knowledgeable in a broad range of topics.• Detail oriented - to make sure that material is error-free and should have the ability to stick to a style guide.• Good judgment- Editors must decide if certain stories are ethical or if there is enough evidence to report them.• Excellent time management and Technological know-how.• Good Interpersonal skills.• Language skills-Editors must ensure that all written content has correct grammar, strong spelling, punctuation, and syntax.• Writing skills-They must have good knowledge of rules and be able to express ideas clearly and logically. |
| Qualification and Personal Profile | <ul style="list-style-type: none">• Candidates should have a master's degree with 60% marks.• The candidate with an M.A in English/M. Phil is desirable.• Should have a work experience of 16 years. Minimum 10 years of relevant experience in editing. |



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| Compensation | The indicative annual CTC is Rs.13 lakhs. The compensation will be fixed based on candidates experience and qualification and will be as per IIMB Contract Appointment Rules. |
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Interested candidates may fill the application using the link: [here](#).

Closing date for applications is 25th Dec 2023. Only shortlisted candidates will be intimated.