GHANA ASSOCIATION OF RESTRUCTURING AND INSOLVENCY ADVISORS

Editor: Corporate Insolvency and Restructuring Journal

<mark>Deadline: 29 February 2024</mark>

Overview:

The **Corporate Insolvency and Restructuring Journal** is a national insolvency journal for Ghana. The Editorial Board is inviting applications from individuals for the position of Editor.

The Editor of the GARIA Journal plays a vital role in maintaining the quality, integrity, and relevance of the journal. The Editor will be accountable to the Editor-in-Chief and oversee the publication process, manage submissions, coordinate with authors and reviewers, and ensure that each issue meets high standards.

This is a **voluntary role** with a flexible time commitment and honoraria to cover out-of-pocket expenses incurred in the course of duties. The Editor should be able to dedicate about 5-8 hours weekly to fulfil the responsibilities outlined above. Additional time may be required during peak periods such as submission deadlines or publication cycles.

Administrative back-office support will be supplied by GARIA to assist the Editor.

Main Responsibilities:

1. Manage submissions, ensuring adherence to guidelines and assigning to reviewers.

2. Coordinate peer review process, evaluate comments, and make recommendations.

3. Ensure format compliance of submissions for clarity and consistency.

4. Oversee publication schedule, communication, and address technical issues, reporting to the Editor-in-Chief.

5. Coordinate the journal production team with back-office support of GARIA.

Desired Qualifications:

1. Graduate degree (preferably, doctoral, or post-doctoral qualifications) in a relevant field (e.g., business, economics, finance, law).

2. Strong writing and editing skills, with *keen* attention to detail.

3. Experience record of writing articles or scholarly publications preferably in the field of business rescue or related subject area.

4. Experience in publishing and editorial management in professional contexts.

5. Insolvency and/or business rescue and/or other relevant professional practice would be desirable.

6. Ability to work independently and collaboratively in a virtual environment.

7. Proficiency in Microsoft Office productivity applications (SharePoint, Microsoft Word, Microsoft Teams, and other relevant software.)

8. Strong interpersonal and communication skills, with the ability to collaborate with authors, reviewers, and team members.

All enquiries or responses should be directed to Rosemary Twumasi at rosemary.twumasi@garia.org