DESMOND TUTU HEALTH FOUNDATION

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JIAS EDITORIAL ASSOCIATES X2
STARTING DATE: 1 FEBRUARY 2027
DURATION: PERMANENT
DTHF HEAD QUARTERS; WOODSTOCK; CAPE TOWN

The Desmond Tutu Health Foundation (DTHF) in collaboration with IAS - the International AIDS Society is looking for talented people wanting to realize their full potential. Could that be you? If so, we invite you to explore the possibility of joining us to play your part in our exciting future.

DTHF is a registered non-profit organisation focused on the pursuit of excellence in research, treatment, training and prevention of HIV and related infections in Southern Africa.

The IAS, a registered association based in Geneva, Switzerland, convenes, enables, advocates and empowers for a world in which HIV no longer presents a threat to public health and individual well-being.

DTHF, on behalf of the IAS, will legally and administratively host these two positions. The recruitment process will be conducted jointly by the DTHF and by the IAS. The incumbents will be based DTHF offices in Cape Town, South Africa; and report operationally and functionally to the JIAS Managing Editor based in Geneva, Switzerland.

DTHF and IAS recognise the value of diverse lived experiences, including experiences of living with HIV, and encourage applications from all individuals.

The Purpose of the Position

With an impact factor of 5.2, the *Journal of the International AIDS Society* (JIAS) is an online, open-access, peer-reviewed scientific journal serving the dissemination of essential and innovative HIV-related research. JIAS welcomes submissions on HIV-related topics from across all scientific disciplines, including but not limited to:

- Basic and biomedical sciences
- Behavioural sciences and epidemiology
- Clinical sciences
- Health economics and health policy
- Operations research and implementation sciences
- Social sciences and humanities

JIAS prioritizes submissions from operational research and implementation science to support comprehensive, yet affordable and sustainable treatment, prevention and care programmes in different contexts.

The Editorial Associates will be responsible for supporting the editorial process of JIAS in particular coordinating publication of special issues and communication, as well as assisting the editors in various tasks including the peer review process.

Non-Profit Company : Registration no. 1999/005072/08 : NPO no. 148-956
Public Benefit no. 18/11/13/51
Directors: Prof L-G Bekker; Ms Z Ebrahim (Chair); Ms T Tutu-Gxashe; Mr P Grant; Ms M K Ndebele; Dr A M Kubeka; Mr K Osborne; Mr R Appelbaum
www.desmondtutuhealthfoundation.org.za

Minimum Requirements:

- A minimum of a Masters' degree in a scientific, public health or relevant discipline is required.
- At least 2 years' work experience in a similar position, preferably in HIV/AIDS or public health
- Experience in public health research, including writing articles for publication in peer reviewed journals and acting as a peer reviewer, is an asset
- Advanced level of spoken and written English (other UN languages a plus)
- Knowledge of scientific literature and publishing; global health knowledge, particularly in HIV desirable
- Advanced skills in using research databases (e.g. PubMed, Web of Science, Dimensions)
- Excellent skills in scientific writing and editing
- Excellent skills in the Windows environment (particularly Microsoft Excel, Word, Outlook, PowerPoint, Power BI, EndNote)
- Excellent time management and organizational skills, ability to prioritize and multitask
- Meticulous attention to details
- Ability to work independently and solve problems
- Strong social and stakeholder management skills, independent and service-oriented
- Ability to travel internationally 1-2 times per year

Responsibilities:

- Support the initial assessment of newly submitted manuscripts, considering their novelty, scientific soundness, relevance and potential importance to the journal, and identifying issues requiring further editorial consideration.
- Manage and expedite the peer review process under the guidance of the Managing Editor and support the Deputy Editors, including inviting reviewers, monitoring progress and following up regularly to ensure timely reviews and editorial decisions.
- Consolidate feedback and recommendations from editors and peer reviewers, and invite authors to revise manuscripts, ensuring that clear, consistent and constructive comments are communicated to authors.
- Assess revised manuscripts, in collaboration with the Managing Editor and Deputy Editors, to determine whether authors have adequately addressed editorial and reviewer comments, identifying outstanding issues requiring further consideration by the editors.
- Support the editorial management of journal supplements, liaising with Guest Editors, Editors-in-Chief and other relevant editors to coordinate manuscript assessment, peer review, revisions and editorial follow-up, while ensuring consistency with the journal's editorial standards and timelines.
- Liaise with the Journal publisher and follow up on action items.
- Manage the editorial inbox, including answering general queries.
- Promote the journal through social media and other IAS communication channels.
- Arrange and coordinate agreements with suppliers including for printing special issues and production of promotional material, ensuring adherence to timelines.
- Support the organisation of editorial meetings as well as JIAS mentoring activities (including workshops).
- Write meeting and evaluation reports following journal activities.
- Perform surveys and statistical analyses of journal article performance for the editorial newsletter and annual meeting.
- Perform any additional relevant tasks as requested.

Values fit: Passion Innovation Progress Integrity Respect Excellence

Submit to the following **link** a detailed cover letter, updated CV with certified copy of highest qualification and details of two (2) current contactable referees by 18 November 2026. Incomplete applications will not be considered.

If you are a foreign national applying for this position, please attach a copy of your work permit to your application.

Only short-listed candidates will be contacted.

If you have not heard from us within four weeks after the closing date, please consider your application as unsuccessful.

We are committed to equity in our employment practices. It is our intention to appoint individuals with the aim of meeting our equity objectives. We reserve the right not to appoint if no suitable candidates are identified.

I understand and accept that by applying for this position, I authorized DTHF to process my personal information in accordance with its internal operational requirements.

I further understand that the personal information I disclose to DTHF will be processed in accordance with the requirements set out in the Protection of Personal Information Act and may include the transferring thereof to third parties for the purposes of verification.

This job may be removed before it expires.

Desmond Tutu Health Foundation is a child-friendly organisation committed to the protection of children.

For more information, please visit the websites:
Home - Desmond Tutu Health Foundation
Home | International AIDS Society (IAS)
JIAS | International AIDS Society (IAS)