



**SEAMEO RECSAM**, Southeast Asian Ministers of Education Organization-Regional Centre for Education in Science and Mathematics, was established in 1967 to nurture and enhance the quality of science, mathematics and technology education in the SEAMEO Member Countries. We have achieved national, regional and international recognition as a Centre of Excellence.

**Our Mission:** To promote and enhance Science and Mathematics Education in the SEAMEO member countries.

**Our Vision:** Leading Centre for quality science and mathematics education.

---

**We are now inviting qualified and motivated Malaysians to join us as:  
Academic Editor (Contract)**

<b>SALARY SCHEME</b>	RS4
<b>SALARY</b>	RM 2,142.00 – RM 9,832.00
<b>ALLOWANCES</b>	Service Allowance : RM 300.00 Housing Allowance : RM 300.00 Cost of Living Allowance : RM 300.00

**REQUIREMENTS**

1. A Bachelor's Degree in English, Bachelor Degree in Journalism or Bachelor Degree in Communications
2. Experience in editing, proofreading, or publishing via working as a copy editor, editorial assistant, or in a related role.
3. Proficiency in grammar and word usage, with a focus on correct technical terminology.
4. Excellent writing skills
5. A good command over the subject area, with knowledge of subject-specific exceptions, nuances, and expressions.
6. Knowledge of how journal publishing works.
7. A clear understanding of journal guidelines for formatting and referencing.
8. Being up to date with the standard practices in academic publishing, including ethical issues.

**APPLICATION**

- 1) Application forms can be downloaded from [www.reksam.edu.my/index.php/about-us/vacancy](http://www.reksam.edu.my/index.php/about-us/vacancy)
- 2) Completed application forms, together with certified true copies of relevant certificates and documents, must be forwarded in a sealed envelope sized 229mm x 324 mm and addressed to:  
**Director  
SEAMEO RECSAM  
Jalan Sultan Azlan Shah  
11700 Gelugor  
Pulau Pinang**
- 3) Please indicate on the upper left corner of the envelope the post applied and the closing date. Proof of posting is not proof of receipt.
- 4) Only qualified applicants will be called for interview. Candidates who do not receive any replies three (3) months after the closing date may consider their applications unsuccessful.
- 5) Closing date: **02 February 2024**
- 6) For any information or enquiry, please contact **Mr. Mohamad Hilal Bin Zulkifli** at +604-6522708 or email [hilal@reksam.edu.my](mailto:hilal@reksam.edu.my)

## **ACADEMIC EDITOR, RS4**

### *Job Description*

1. To manage all aspects of research activities of the Centre.
2. To participate in new research and evaluation project development including conceptualisation and assist in writing of new proposals.
3. To prepare in the preparation of evaluation report of:
  - a. Regular, customised, in-country courses and monthly assembly.
  - b. The Centre's training programmes and activities.
4. To participate in a range of research and evaluation projects that focus on improving other education Centres and institutions within and outside the region in mathematics and/or science education.
5. To assist researchers to all aspects of research and/or evaluation project design, and implementation including data collection, analysis and reporting.
6. To work with other team members to design, manage and maintain files and databases to support the research work.
7. To prepare, consolidate and edit data/information, programme planning documents, programme impact reports, project progress reports, grants and working proposals, project documents and project implementation reports.
8. To do the editorial process and ensuring the quality, originality and integrity of the published content.
9. To edit manuscripts for clarity, consistency and adherence to publication guidelines.
10. To proofread the final version to correct errors and improve readability, besides to adhere to ethical guidelines, such as proper citation practices, avoidance of plagiarism, and compliance with research ethics.
11. To keep up with the latest research trends and developments in their field to ensure that the publication remains relevant and up-to-date.
12. To undertake any other duties as required by Deputy Director (T&R) and Centre Director.