The European Society for Medical Oncology (ESMO) is seeking to recruit an Assistant Journal Editor based in the ESMO Head Office in Lugano, ideally beginning as soon as possible or at a mutually agreed date.

Working within the Annals of Oncology Editorial Office and reporting to the Executive Editor, the Assistant Editor will coordinate the writing of invited reviews from inception to commission and final publication in Annals of Oncology. These reviews will summarize the state-of-the-art in a particular field relevant to the readership of the journal. Annals of Oncology is published in English and it is critical that the individual is able to write, review and edit scientific texts in English to a high level.

This role also involves the supporting the Executive Editor in the day-to-day running of the Editorial Office, and providing support to the Editor-in-Chief and other Editorial Board members on special projects relating to the goals of the journal.

**THE JOB DESCRIPTION**

**Main Responsibilities**
- Medical writing for invited reviews or key manuscripts as decided by the Editorial Board
- Networking with key opinion leaders and scoping new content for Annals of Oncology
- Communicating with Principal Investigators to encourage submission of work to Annals of Oncology
- Coordinating and leading major scientific initiatives for Annals of Oncology including special issues and calls for papers within one research theme

**Administrative tasks:**
- Administrative support to the editors of Annals of Oncology
- Day-to-day operation of the journal’s online database
- Processing correspondence to and from the editors
- Maintaining adequate files and records
- Deputising for the Executive Editor, when required
- Participating in ESMO meetings as required
ESSENTIAL SKILLS

- Educational skills:
  - Higher education qualification in life sciences (e.g. degree / nursing qualification)
  - Fluency in written and spoken English: non-native English speakers – please include English language certificates
  - Experience of writing, proof-reading and technical/language editing of (scientific) literature
  - Experience of STM journal editorial handling and production, including experience of online handling systems
  - Project management

- Professional experiences:
  - Background in cancer research/oncology
  - Experience of working in a scientific or educational organization / with the medical profession or for a not-for-profit organisation
  - Committee servicing experience
  - Experience of online content management
  - Knowledge of modern marketing practices, including use of social media

- Language skills:
  - Proficient English - written and spoken
  - Other languages an advantage

PERSONAL/CHARACTER REQUIREMENTS:

- Managerial Skills:
  - Goal-oriented
  - Organizing
  - Planning

- Social and interpersonal skills:
  - Team-work
  - Persuasiveness
  - Courtesy

- Critical & analytical skills:
  - Synthesis
  - Analysis
  - Good writing skills

- Creative & Innovative thinking skills:
  - Foresight
  - Seizes new opportunities
  - Openness