

Ref: RU/RJ/8/04/26/08

8th April, 2026

David Mtundi
ICT Department

Dear David,

RE: Appointment to the Technical Team for the Development of The Riara Journal

Greetings!

I am pleased to appoint you as a member of the **Technical Team** for the Development of the **Riara Journal**.

This appointment takes effect from 8th April, 2026 and will run for a period of two (2) years, subject to review based on progress and institutional requirements.

As a member of the Technical Team, you will be expected to contribute to the establishment and operationalisation of the Riara Journal. Your key responsibilities will include, but not be limited to:

- Supporting the design and development of the journal framework and publication processes;
- Assisting in the selection and management of appropriate journal management systems and platforms;
- Providing technical guidance on manuscript submission, review, and publication workflows;
- Ensuring adherence to best practices in academic publishing, including indexing and quality standards;
- Collaborating with editorial and administrative teams to ensure smooth implementation of the journal;
- Participating in scheduled team meetings and related activities.
- Other duties that may be assigned to you or the Technical Team by the Technical Team chair, the DVC-Academic Affairs or the Vice Chancellor.

Your expertise and contribution will be instrumental in ensuring the successful development and sustainability of the Riara Journal as a reputable academic publication platform.

Kindly confirm your acceptance of this appointment by signing and returning a copy of this letter.

Yours sincerely,



Prof. Robert Gateru, PhD
Vice Chancellor

Acceptance of Appointment

I, David Mtundi, accept the appointment as a Member of the Technical Team for the Development of The Riara Journal

Signature: David Mtundi

Date: 29/04/26