



Law Reports Editor
Juta Law
Location: Claremont Head Office
Reporting to: Senior Law Reports Editor

Requirements

- Reading of judgments to decide on reportability for Law Reports using in-depth generalist knowledge of the Law
- Preparing judgments for publication, including writing and preparation of head-notes and fly-notes, annotating, indexing and sub-editing
- Liaising with freelance editors, reporters, typesetters, printers, Registrars and Judges
- Proofreading and checking of proofs of law reports
- Editing and checking of indexes and annotations

Competencies

- An LLB degree essential
- Two years post-graduate practical professional experience
- In-depth and broad knowledge of South African law
- Computer literate (MSOffice)
- Good working knowledge of Juta's electronic products advantageous
- Fully bi-lingual in English and Afrikaans

Attributes

- Excellent analysis and problem assessment skills
- Excellent judgement and problem solving skills
- Excellent planning, organising and work management ability
- Excellent quality orientation and meticulous attention to detail - ability to edit to consistently high standards of accuracy
- Tolerance for stress – ability to consistently achieve deadlines
- Excellent communication skills - ability to write effectively in English and Afrikaans
- Ability to work in a team environment
- Ability to embrace new technology for the development of efficient editing and production methods
- Willingness to work overtime when required

**Interested persons to submit a brief resume to
Sumaya Jacobs at sujacobs@juta.co.za by Monday, 15 October 2012. We offer a
competitive and market related remuneration package, commensurate with experience.
Should you not hear from us by 29 October 2012, consider your application to be
unsuccessful. This appointment will be made in line with Juta's employment equity plan.**