



**Statutes Editor**  
**Juta Law, Claremont**  
**Report to: Manager: Primary Law**

**Responsibilities**

- Identify legislation through Government Gazettes to determine relevance to JUTA Law's printed and electronic publications
- Product management of designated publications: Assume responsibility for their editing, proofreading, enhancement, maintenance and timeous production
- Maintain quality control measures and provide input to develop these

**Competencies**

- Matric certificate
- A relevant tertiary qualification (with law subjects) advantageous
- Editing experience advantageous
- Computer literate (MS Office). Knowledge of Folio Views advantageous
- Excellent written and verbal skills
- Bilingual (English and Afrikaans)

**Attributes**

- 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 meet deadlines consistently
- Willingness to work overtime when required
- Excellent communication skills
- Ability to work independently and in a team environment

**Interested persons to submit a brief resume to  
Sumaya Jacobs at [sujacobs@juta.co.za](mailto:sujacobs@juta.co.za) by 31 January 2014  
Should you not hear from us by 7 February 2014, kindly consider your  
application to be unsuccessful.**

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**Juta & Company Ltd Directors:**

Dr E Links (Chairman), Prof JD Volmink, LR du Toit (CEO), Al van Niekerk,  
IAJ de Villiers (Financial Director), MR van Zyl, M Morobe,  
D Mtshali (Company Secretary)

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