



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

We offer a competitive and market related remuneration package, commensurate with experience. To apply, please email your letter of application and CV to sujacobs@juta.co.za by 31 January 2014. This appointment will be made in line with Juta's employment equity plan. Should you not receive a response by 7 February 2014, please consider your application to be unsuccessful.

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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