



**Statutes Editor**  
**Juta Law, Claremont**  
**Reporting 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](mailto:sujacobs@juta.co.za) by 18 July 2014. This appointment will be made in line with Juta's employment equity plan. Should you not receive a response by 1 August 2014, please consider your application to be unsuccessful.*

