



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

Requirements

- Selection of judgments for inclusion in Law Reports
- Preparation of judgments for publication: headnotes and flynotes
- Annotation, indexing and subediting of judgments
- Correction of proofs
- Liaison with proofreaders, court reporters, typesetters, printers, registrars, judges and practitioners
- Administration of publication process to meet deadlines
- Innovation – development of better processes, content and electronic presentation

Competencies

- LLB degree
- Two years post-graduate practical professional experience
- In-depth knowledge of all aspects of South African law
- High proficiency in English
- Computer literate (MSOffice)
- Working knowledge of Juta's electronic products advantageous

Attributes

- Academic writing skills – ability to clearly, concisely and accurately summarise complex legal arguments
- General language skills – grammar, spelling and punctuation
- Analytical and problem-solving skills
- Planning, organisational and time-management skills
- A fine eye for detail – ability to edit to consistently high standards of accuracy
- Tolerance for stress – ability to consistently achieve deadlines
- Ability to work in a team environment
- Ability to embrace new technology for the development of better editing and production methods
- Willingness to work overtime when required

Interested persons to submit a brief resume to lawreports@juta.co.za by Monday 7 September 2015. We offer a competitive and market related remuneration package, commensurate with experience. Should you not hear from us by 30 September 2015, consider your application to be unsuccessful. This appointment will be made in line with Juta's employment equity plan.