



Development Editor
Academic Education and Agencies Division
Location: Claremont Head Office
Reporting to: Publishing Manager

The Development Editor position is envisaged as a starter position for a graduate who has an interest in entering the publishing profession, and in gaining experience in the necessary background research and support tasks that are undertaken in the commissioning of learning materials as used in the higher education sector.

The Development Editor will assist the publishing team by undertaking various preliminary and administrative tasks that need to be completed in the course of commissioning content, and in the sales of published products.

Responsibilities

- To assist the publishers in market research for specific commissioning work
- Adding missing data to the Academic Database
- Set up commissioning workshops
- Commission and develop ancillary materials
- Obtain reviews and technical edits
- Administrative tasks relating to commissioning
- Assistance with publishing and production functions.

Attributes

- A university or University of Technology degree, preferably post-graduate
- Relevant experience in research
- Sound knowledge of the South African Higher Education system
- Excellent interpersonal skills
- Excellent customer service orientation; tenacity and follow-through
- Ability to take initiative, willing and able to trouble-shoot problems.

Competencies

- Computer literacy and database skills: proven ability to work with databases and analyse and interpret data
- Research skills: logical thinking and analysis skills: ability to synthesise and interpret data, and compile comprehensive reports with necessary recommendations.
- Language proficiency and ability to draft own correspondence; excellent verbal and written communication skills.

Applications to be sent to recruitment@juta.co.za by 26 May 2017.
This appointment will be made in line with Juta's Employment Equity policy.