



## **Academic Education Agency Division Project Manager**

**Location: Cape Town**  
**Reporting to: Editorial and Production Manager**  
**Grade: C4**

Juta, South Africa's largest and oldest local publisher of tertiary educational materials, invites applications for the position of Project Manager, based at its prestigious Claremont offices in Cape Town.

Reporting to the Editorial and Production Manager, the Project Manager will manage projects through the pre-production processes, to budgets, to deadlines and to the quality standards of the company, working together with the Production team, Authors, Freelance Suppliers and other Juta departments, in close cooperation with the Publisher concerned.

Qualifications: A tertiary qualification with modules on Publishing *or* the equivalent experience with a solid knowledge of all aspects of pre-production, budgets, scheduling, quality control and relationship management.

Experience: The successful candidate should have at least four years' experience in project management. An understanding of the higher education publishing environment is an advantage.

Competencies: The Project Manager is an innovative person with \* strong editing, proofreading and indexing skills \* sound knowledge of copyright permission issues \* solid grasp of book design in the higher education context \* ability to work strictly to budget and deadline \* an exceptional eye for detail and high quality control \* thorough planning, organisational and administrative skills \* ability to prioritise \* excellent relationship management and diplomatic communication skills \* ability to work both independently and with others in a team \* ability to cope with stress and pressure, particularly at certain times of the year \* computer literate \* knowledge of InDesign, Bookmaster, iThenticate and Papertrail is an advantage.

A competitive and market related remuneration package (commensurate with experience), training and development opportunities, and meaningful work in a supportive environment, is on offer to the right candidate. This appointment is in line with Juta's employment equity plan.

Please send a covering letter and two-page CV stating current salary to:  
[Recruitment@juta.co.za](mailto:Recruitment@juta.co.za). The closing date for applications is 13 July 2018.