



**Academic Education Agencies Division  
Commissioning Editor  
Location: Gauteng / Cape Town  
Reporting to: Publishing Manager**

Juta, South Africa's largest and oldest local publisher of tertiary educational materials, invites applications for the position of Commissioning Editor, based at its Claremont office in Cape Town or Sandton offices in Gauteng.

Reporting to the Publishing Manager, the Commissioning Editor will assume overall responsibility for the Economics/ Engineering/ Public Admin/ Social Science and Hospitality and Tourism publishing programme:

\* providing strategic inputs \* undertaking market research \* list building and commissioning \* negotiation of contracts and royalties \* author development \* backlist management \* stock control \* taking budgetary planning responsibility for the list and for individual projects \* key account management \* new business development \* and interacting extensively with all members of Juta's marketing, sales and production departments.

Qualifications: A tertiary qualification in the field of Business or Commerce *or* a degree in publishing, education *or* equivalent tertiary qualification. A postgraduate qualification in these fields would be an advantage.

Experience: The successful candidate will have at least two years' experience in the publishing sector.

Competencies: the Commissioning Editor is a "bigger picture" person who is comfortable with people and taking the lead in various situations \* excellent people skills \* excellent communication and verbal skills \* comfortable with detail and research \* financial acumen \* a quick and original thinker \* the ability to see a project through from initial concept to final product \* Excellent time management skills, the ability to work under pressure and to deadlines \* Willingness to travel frequently within South Africa.

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 will be made 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 1 February 2019. Should you not receive a response within 2 weeks of the closing date, kindly consider your application to be unsuccessful.