

UNIVERSITY OF SOUTH AFRICA

**DEPARTMENT: RESEARCH ADMINISTRATION
DIRECTORATE: UNISA PRESS**

PROJECT EDITOR: JOURNALS
(MUCKLENEUK CAMPUS – 2 POSITIONS)

(Ref UNISA Press/ProjEd Journals/P7/st-2018)

The incumbent must copy-edit, proofread and coordinate journal publications for Unisa Press and the University of South Africa that are contextually relevant to society, and that meet international academic and publishing standards, thereby promoting both the Press and the university as institutions of world standing.

Requirements

- Grade 12 plus a relevant Bachelor degree or National Diploma or Advanced Diploma with a language as a major subject
- Five years' relevant experience of which at least two years is in an editing and/or publishing of text in a Tertiary or relevant environment

Knowledge, skills and abilities

- Sound knowledge of electronic publishing and working knowledge of electronic publishing systems, e.g. CATS or OJS
- Intensive knowledge of English syntax, semantics, current usage and vocabulary
- Extensive and intensive knowledge of the specialised terminology and concepts in many varied subjects such as theology, education, music and history
- Knowledge of current practices in copy-editing and publishing, including electronic publishing
- Knowledge of project management principles
- Must have good analytical, critical synthesis, planning and problem-solving skills
- Must have good accuracy, patience, intelligence as a reader, tact and sensitivity as a critic
- Must have good scheduling skills with adherence to deadlines
- Must be a creative and innovative thinker in response to changing trends
- Must have good interpersonal and communication skills (Both written and verbal)
- Ability to work under pressure, independently as well as in a team
- Ability to shift and adjust concentration between projects
- Ability to maintain professionalism and confidentiality with all stakeholders
- A work-related assessment maybe conducted

Recommendations

- Grade 12 plus a relevant three-year degree or equivalent with English as a major subject
- A recognised copy-editing/publishing course
- Experience of electronic editing and various common software packages, i.e. MS Office Suite and Adobe Acrobat

Duties

- Perform publishing functions (copy-editing, proofreading, copywriting and translating)
- Coordination and project management
- Training and ensure team participation
- Ensure effective and efficient communication with all stakeholders

Assumption of duty: As soon as possible
Salary: Remuneration is commensurate with the responsibilities attached to the position
Closing date: **9 October 2018**
Enquiries: (012) 429 6149 (Mr P Rall: UNISA Press)
(012) 429 4972 (Ms S Thaver: HR Staffing and Client Services)

- Vacancies can be viewed on <http://www.unisa.ac.za/vacancies>
- **The completed prescribed application form must be accompanied BY COMPREHENSIVE CURRICULUM VITAE and ORIGINAL certified copies (within the previous six months) of;**
 - all educational qualifications,
 - academic transcripts/records;
 - identity document; and
 - proof of SAQA verification of foreign qualifications (if applicable)
- **The contact details of three contactable references must be provided, one of which must be from your present line manager.**
- The prescribed application form (**APPLICATION FOR A PERMANENT ADMINISTRATIVE OR PROFESSIONAL POST**) is obtainable from the above-mentioned website.
- UNISA is not obliged to fill an advertised position.
- **Late, incomplete and incorrect applications will not be considered.**
- *Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.*

We welcome applications from Persons with Disabilities



- Applications must be submitted in an envelope clearly marked with the name of the relevant Department, the position applied for and the reference number of the position. If you apply for more than one position, each application must be in a separate envelope.
- Applications must be posted to Unisa, HR: Staffing, PO Box 392, Unisarand, 0003.
- Hand delivered applications can be deposited into the Application Box marked HUMAN RESOURCES) situated at Muckleneuk Campus: OR Tambo Building, Main Entrance 3rd Floor.

All applications should reach UNISA before 16h00 on the closing date.

Correspondence will be limited to short-listed candidates only. If you have not been contacted within two months after closing date of this advertisement, please accept that your application was not successful.