

**The University of KwaZulu-Natal (UKZN) is committed to Employment Equity with the intention to promote representivity within the Institution Preference will be given to applicants from the designated groups and people with disabilities in accordance with our Employment Equity Plan**

The applicants who submitted previously need not apply

**RE-ADVERT**

**RESEARCH DIVISION**

**UKZN PRESS**

**ASSOCIATE EDITOR (ONE YEAR FIXED TERM CONTRACT)**

**PEROMNES GRADE 9**

**PIETERMARITZBURG CAMPUS**

**REFERENCE NO: RO 09/2022**

UKZN Press (The Press) is a publishing institution within the University of KwaZulu-Natal, situated on the Pietermaritzburg campus. The Press is a quality publisher of scholarship and general expertise books for both academic and general readers. Our range includes social, political, economic and military history, gender studies, natural sciences, African literature and selected literary works.

The successful candidate must have proven record of analysing manuscripts; developing and editing manuscripts; obtaining permissions for copyrighted material managing freelance editors and artists to deliver a high quality product; preparing book projects for production and print; ensuring all elements of the book are in place; getting quotes and liaising with printers; sending print files to printer and checking printer proofs, checking copies once books come off press; liaising with authors throughout the production process.

**MINIMUM REQUIREMENTS:**

- A relevant 3 years qualification (Degree/ Diploma) with Level 2 in both English/Journalism/Drama and Performance Studies/Media IsiZulu/isiXhosa/SiSwati
- Two (2) years' experience of working in a publishing institution within the publishing and/or editorial unit
- Sound knowledge of the publishing process, the relevance of publishing to both the academic and trade market, and the norms, procedures and standard practices of the book industry
- Knowledge of project management principles, processes and tools, including budget, schedule and resource management
- Sufficient academic and general knowledge to be able to comprehend and assess manuscripts
- Knowledge of general editing and academic editing requirements, standards and attention to detail

- Working knowledge of computer design and layout programs

**Short-listed candidates will be expected to present to the selection Committee, a portfolio of evidence in support of their expertise.**

Enquiries and details regarding this post, may be directed to **Dr Phindile Dlamini**, email address: **press@ukzn.ac.za**

**The closing date for receipt of applications is 15 September 2022.**

Applicants are required to send a motivation letter and a comprehensive CV to **press@ukzn.ac.za**. Please state the advert reference number in your subject line.

**Applicants who do not meet the minimum requirements will not be considered.**

*Kindly note that the University of KwaZulu-Natal ("the University") is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 "POPIA") submitted by candidates when applying for positions at the University. The provision of the Personal Information is a requirement in terms of the University's recruitment and selection process. The retention of any personal information is as a consequence of the University being bound by legislative requirements and / or good governance practices as well as record keeping for statistical purposes. The University will endeavor to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.*