

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
COMMISSIONING EDITOR (ONE YEAR FIXED TERM CONTRACT)
PEROMNES GRADE 7
PIETERMARITZBURG CAMPUS
REFERENCE NO: RO 10/2022**

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 excellent organisational skills, good interpersonal abilities and creativity. He/she must have a proven record of list building and planning; workshopping potential authors and liaising with relevant institutes and organisations; conceptualising and commissioning new manuscripts by identifying publishing gaps, drafting title concepts, identifying suitable author(s)/editor(s) and briefing authors; assessing manuscripts; evaluating proposals and manuscripts for merit and commercial viability; preparing and controlling project costing budgets; taking decisions regarding printers, freelance editors and artists; making production arrangements with national and international publishers with whom we co-publish; ensuring projects are published on time and to the highest quality standards; keeping a positive relationship with authors; liaising with sales, marketing and publicity colleagues. This position will involve making managerial decisions.

MINIMUM REQUIREMENTS:

- Honours degree in Humanities
- A Bachelor's degree with a major in English/Journalism/Drama and Performance Studies/Media

- Experience as a commissioning editor in book publishing OR five (5) years' experience of working in a publishing institution within the publishing and/or editorial unit
- Evidence of successful management of projects from manuscripts to printing
- A love of reading and a passion for South African stories, with a specific focus on non-fiction
- Knowledge of relevant computer software packages and applications

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.