

The University of KwaZulu-Natal (UKZN) is committed to Employment Equity.

**RESEARCH DIVISION
COMMISSIONING EDITOR
UKZN PRESS
(PEROMNES GRADE 7)**

REF NO.: RO10/2015

The University of KwaZulu-Natal Press is a quality publishing house, producing books based on academic excellence for both the scholarly and general reader.

The Commissioning Editor will be expected to commission and assess manuscripts and books in keeping with the established profile of the Press.

Main responsibilities include, conducting market research on publication trends, managing the review process of new manuscripts, assessing manuscripts, negotiating contracts with authors, and estimating budgets for approved books.

Minimum Requirements:

- An appropriate Bachelor's degree;
- Six (6) years' experience and achievements in the editing and / or publishing of quality trade / general and academic books;
- Proven commissioning experience;
- Appropriate computer skills - word-processing competency, use of email and the Internet;
- An above average knowledge of English (written and spoken);
- A valid code EB driver's licence;
- Established contact base of authors for peer review and manuscript acquisition purposes.

Advantages:

- A Postgraduate degree;

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 18 May 2015.

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za. Completed forms may be sent to Recruitment-jm@ukzn.ac.za.

Advert Reference Number MUST be clearly stated in the subject line.