

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

RESEARCH DIVISION

UKZN PRESS

PRODUCTION EDITOR (PERMANENT POSITION)

PEROMNES GRADE 9

PIETERMARITZBURG CAMPUS

REFERENCE NO: RO 12/2022

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 layout, design and typesetting of books ensuring the highest quality standards; conceptualising and designing branding and marketing material; preparing material for printing including text, photographs, and other illustrative material; proofing laid out tables and promotional material, editing and checking notes and indexes; ensuring projects are typeset on time and to the highest quality standards; liaising and problem solving with editorial, graphic designers, marketing and publicity team as well as printers; archiving and safe keeping of printer files.

MINIMUM REQUIREMENTS:

- A Bachelor's degree with a major in English/Linguistics
- Layout and design programmes such as InDesign, Illustrator and Photoshop
- Experience as a typesetter in a book publishing environment OR experience of typesetting scholarly books
- Knowledge of relevant computer software packages and applications as well as latest layout software.

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

This appointment will be made in line with the University guidelines/benchmarks which are available on the University Vacancies website on <http://vacancies.ukzn.ac.za/Academic-Process-Proc-Guides.aspx>

The closing date for receipt of applications is 25 November 2022. To apply please click on the link:- <https://ukzn.ci.hr/applicant/index.php>

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.