

---

<b>Position:</b>	Education Writer for Commerce Content
<b>Remuneration:</b>	Negotiable
<b>Location:</b>	Cape Town, Westlake
<b>Education level:</b>	Degree
<b>Type:</b>	Full Time
<b>Reference:</b>	#ID

**Company profile:**

EDGE Learning Media is a publishing house that specialises in creating learning media (both printed and digital) for training providers, colleges and private education centres.

**Job description:**

The company wishes to appoint an Education Writer for Commerce Content to develop content for online learning material for a number of primarily commerce subjects. These are likely to include, but are not limited to:

- Accounting
- Business Management
- Corporate Governance
- Cost Accounting
- Economics
- Entrepreneurship
- Financial Management
- Mathematics
- Statistics
- Taxation

The successful candidates must display subject knowledge in areas for which they would develop learning material. Moreover, these candidates will have a strong interest in, and responsibility towards, education.

**Key responsibilities:**

- Build storyboards for an online learning platform in MS Word based on specified academic text and outcomes.
- Create educational activities/exercises within a pre-designed storyboard framework.
- Transfer information from academic texts in a creative way in order to create and scaffold a unique online learning experience.
- Effect changes to academic material based on client feedback.
- Review storyboards and other content to ensure academic and educational integrity.

**Requirements:**

- B. Com Degree or equivalent (minimum).
- Computer knowledge including MS Office and the Internet is a prerequisite, especially researching online quality educational resources.
- Experience creating assessments.

Unit 9, Bell House 2, Westlake Business Park, Cape Town, 7945  
P O Box 98, Muizenberg, 7950, Cape Town, South Africa  
T: 021 702 0686 | F: 086 510 2259 | [www.edgelearningmedia.com](http://www.edgelearningmedia.com)  
E: [info@edgelearningmedia.com](mailto:info@edgelearningmedia.com) | [accounts@edgelearningmedia.com](mailto:accounts@edgelearningmedia.com)

**Advantageous:**

- Business Science Degree or B. Com Degree with Honours.
- Masters in a commercial or educational field.
- Knowledge of the Further Education and Training and Higher Education markets.
- Experience in the educational publishing environment.
- Experience designing/creating online learning material.
- Familiarity with the Socratic method of teaching.
- Previous teaching experience in a higher education environment.
- Previous course/ curriculum design experience.
- Knowledge of and previous experience using learning management systems such as Blackboard.

**Competencies:**

- A meticulous approach to work and an eye for detail.
- Strong command of the English Language in both spoken and written forms.
- The ability to maintain high-quality work while meeting tight deadlines.
- Proactive and self-motivated.
- The ability to prioritise, plan and organise time and tasks efficiently.
- The ability to adapt to changing circumstances at short notice.
- The ability to follow instructions, receive and apply feedback.

**Contact details:** Kim Cruickshank at [kim@edgelearningmedia.com](mailto:kim@edgelearningmedia.com).