

## **VACANCY – TECHNICAL PUBLISHER**

Troupant Publishers is looking for someone to join their publishing team as a technical publisher. Troupant and its predecessors have been publishing for the TVET college market for over 30 years.

Education level: BSc Degree  
Experience: A minimum of three years' publishing experience  
Type: Permanent

### **Primary responsibilities:**

1. Commissioning, supporting, training and managing authors, reviewers and overwriters, particularly in mathematics and engineering subjects.
2. Tracking the progress of the projects and communicating developments to the Publishing Manager and Production Department.
3. Ensuring that manuscripts are of good quality and that the content meets the Troupant and curricula specifications.
4. Providing comprehensive feedback to authors on manuscripts submitted.
5. Preparing titles for handover, submission and resubmission and all accompanying documentation.
6. Compiling all administrative documents associated with authors, reviewers and overwriters.
7. Providing marketing copy for sales and promotional activities

### **Software skills:**

- MS Office
- PowerPoint
- MathType an advantage

### **Competencies:**

- Excellent command of English, both written and verbal.
- Self-motivated, proactive and organised.
- Able to prioritize, meet deadlines and work well under pressure.
- Open to giving and receiving feedback.
- Ability to work independently, as well as operate as a team player.
- Ability to provide clear briefs and instructions.
- Ability to be flexible in work schedules and delivery.
- Familiarity with digital media an advantage
- Strong interpersonal skills

Applications must include a comprehensive CV and motivation letter. Applications must be sent to: [info@troupant.co.za](mailto:info@troupant.co.za)

**Closing date: 27 October 2017**