

COMMISSIONING EDITOR/PUBLISHER: ACADEMIC BOOKS

Van Schaik Publishers, a leading academic publishing house, and part of the Media24 Group, is seeking a **commissioning editor/publisher** who will report to the publishing manager.

Van Schaik Publishers is based in Pretoria.

Qualifications and skills

- The successful candidate will preferably have a degree in publishing or another relevant tertiary qualification and will have at least three years' experience in the tertiary/academic publishing environment.
- The candidate must be in possession of his or her own transport and a valid driver's licence.
- He or she should have excellent written and verbal skills in English and be a good communicator.
- The candidate will possess strong interpersonal skills, be proactive, able to work independently but also function well in a team, and must be dynamic and enthusiastic.
- Organising skills, as well as exceptional time management and the ability to work under pressure to strict deadlines and budgets, are prerequisites.
- The candidate will have high standards of quality control and an eye for detail.
- He or she should have sound business acumen and negotiation skills.
- The candidate will be creative but will also have a practical, hands-on approach.
- Further requirements include proficiency in the use of MS Word, Excel and PowerPoint as well as email and the internet.

Key responsibilities

- Conduct market research and commission new publications
- Maintain the backlist and oversee stock management of backlist
- Project management (from inception to publication)
- Negotiate author contracts
- Build and maintain relationships with external and internal stakeholders
- Plan, control and take responsibility for a budget
- Travel to all tertiary institutions in South Africa and possibly in the SADC region

Applications can be sent via the following link: <https://media24.simplify.hr/vacancy/kjqnmi>

Please indicate on your application to what extent you comply with the requirements.

Closing date for applications: Wednesday 25 March 2020

If you have not heard from us by the middle of May 2020, you should regard your application as unsuccessful.

A full job description will be provided to those candidates who reach the short list.

Given the employment equity guidelines of Media24, suitable candidates from the designated groups will be favourably considered. Van Schaik Publishers is under no obligation to fill this position.