

WE WANT YOU!



Macmillan Education is a place where vibrant minds meet. We're a trusted education brand and our core values are to be *Passionate*, *Supportive* and *Inventive* in everything we do.

We've been around for a while (since 1843), but that doesn't mean that we're old-fashioned. We consider ourselves to be confident, self-assured, entrepreneurial and, especially, ground-breaking!

We're in the business of helping people learn and to better their lives through education, and as a result we look for individuals who are passionate not just about education, but also about making a difference.

As publishers and marketers of quality textbooks and educational support materials, we aim to transform learning through discovery.



Job title:	Senior Editorial Specialist
Location:	Midrand, Johannesburg
Salary:	Market-Related
Department:	TVET Publishing
Reporting to:	TVET Production Manager
Reference number:	ECTVETD/082567
Closing date:	19 September 2025

Macmillan Education seeks to appoint a **Senior Editorial Specialist** to join their **TVET Publishing team**. The successful candidate will be responsible for managing editorial and production processes to ensure high-quality TVET publications are delivered on time and within budget. This position requires significant professional experience and knowledge as well as excellent references.

Requirements

- Extensive editorial and production experience is essential
- Strong knowledge of production processes and technical publishing requirements
- Excellent project management skills
- Experience in communicating clear briefs and maintaining high supplier standards
- High proficiency in MS Office; Math-Type an advantage
- Outstanding command of English, both written and verbal
- Experience in managing budgets and maintaining accurate schedules
- Highly organised and meticulous
- Unflappable under pressure and an excellent problem-solver
- Able to work independently and as part of a team
- Familiar with digital media
- Working knowledge of copyright law and permissions
- A Bachelor's degree in English, publishing or a similar field is an advantage
- Experience in educational or technical and vocational publishing is an advantage

Key Responsibilities

- Co-ordinate and manage multiple schedules, ensuring deadlines are met
- Deliver projects within budget
- Manage proofs, version control and final file supply
- Prepare titles for print

- Source, brief and manage editors, proofreaders, over-writers, calculation checkers and permissions researchers
- Negotiate fees and manage supplier deadlines and quality
- Ensure permissions are cleared as necessary
- Prepare artwork briefs and captions and manage artwork quality
- Complete all administration accurately and timeously in line with internal processes and procedures
- Ensure the superior quality of all TVET First publications

Applications:

Candidates who are interested in this position and meet the requirements may submit their application via the provided link:

[Internal Applicant Link](#)

[External Applicant Link](#)

NB: In terms of meeting the company's goals with respect to Employment Equity, people with disabilities are encouraged to apply.