



### **OPPORTUNITY FOR A TECHNICAL PUBLISHER**

Troupant Publishers seeks an experienced, energetic technical publisher to join our successful team.

Troupant is an established South African publishing house which publishes highest-quality materials for TVET colleges. Our offices are in Blackheath, Johannesburg.

**Education level:** BSc Degree

**Experience:** A minimum of three years' publishing experience

**Type:** Permanent

#### **Primary responsibilities**

1. Conceptualising, driving and managing front- and backlist, particularly in mathematics and engineering subjects.
2. Project-managing and tracking publishing projects.
3. Sourcing, commissioning, supporting, training and managing authors, reviewers and subject matter experts.
4. Ensuring that materials are of excellent quality, that the content meets curriculum specifications and that the publications support the TVET colleges to achieve best results.
5. Preparing titles for handover and submission.
6. Managing administration, documents and records as required.
7. Crafting marketing materials 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 prioritise, meet deadlines and work well under pressure.
- Open to giving and receiving feedback.
- Able to work independently, as well as operate as a team player.
- Able to provide clear briefs and instructions.
- Able to be flexible in work schedules and delivery.
- Strong interpersonal skills.
- Familiarity with digital media an advantage.
- Understanding of TVET sector an advantage.

Please submit a letter of motivation, explaining your interest in the position and how you meet the job requirements, as well as a comprehensive CV. Send your application to:

[info@troupant.co.za](mailto:info@troupant.co.za)

**Closing date: 23 July 2018**

If you have not heard from us by 13 August please consider your application to have been unsuccessful.