

TROUPANT PUBLISHERS (PTY) LTD

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21 September 2020

VACANCY: TECHNICAL PUBLISHER

Troupant Publishers is looking for an energetic and organised person to join our dynamic publishing team as a technical publisher.

We are an established, successful South African publishing company that publishes quality content primarily for TVET colleges. Our offices are in Blackheath, Johannesburg.

Education level: BSc degree or similar. A teaching qualification is an advantage

Experience: Publishing and/or teaching experience

Type: Permanent

Primary responsibilities

- Conceptualising, driving and managing front- and backlist, particularly in mathematics and engineering subjects.
- Planning, project-managing and tracking publishing projects.
- Sourcing, commissioning, supporting, training and managing authors, reviewers and subject matter experts.
- 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.
- Building strong working relationships with authors, suppliers and other stakeholders in the sector.
- Managing administration, budgets and records meticulously.
- Crafting marketing materials for sales and promotional activities.

Software skills:

- MS Office
- PowerPoint
- MathType an advantage

Competencies:

- Self-motivated, proactive and organised.
- Able to prioritize, meet deadlines and work well under pressure.
- Good command of English, both written and verbal.
- Able to work independently, as well as operate as a team player.
- Able to manage people and projects.

- Able to articulate clear briefs and instructions.
- Familiarity with digital media an advantage.
- Strong interpersonal skills.

Applications must include a comprehensive CV and a motivation letter which sets out your suitability for the position. Send applications to: antoINETTE@troupant.co.za

Closing date: 14 October 2020

If you have not heard from us by 13 November 2020, please consider your application to have been unsuccessful.