

# ONLINE PUBLISHING ADMINISTRATOR

The Academy of Science of South Africa (ASSAf) is an independent, statutory body of eminent South African scholars and scientists. It was established in terms of an Act of Parliament. Its primary objective is to generate evidence-based solutions to the problems and challenges facing South African society.

ASSAf seeks to appoint an Online Publishing Administrator in its Pretoria office. This is a full-time entry level position in the Scholarly Publishing Programme.

## The duties would include inter alia:

- 1) Scholarly Publishing administration
- 2) E-publication of SciELO SA journal issues
- 3) Processing metadata
- 4) Journal workflow monitoring and statistics

Minimum educational requirements: B.Inf Degree or a similar qualification.

## Required knowledge and skills:

- Familiarity with cataloguing practices and standards
- Knowledge of metadata standards
- Basic knowledge of HTML
- Knowledge of electronic publishing would be an advantage
- Excellent computer skills
- Excel skills
- Text editor skills, e.g. Dreamweaver will be an advantage

All candidates who comply with the requirements are invited to apply. The Academy reserves the right not to make an appointment to the post as advertised.

To apply, please submit a letter of application, a CV and the contact details of three referees to Ms Lynette du Plessis at [lynette@assaf.org.za](mailto:lynette@assaf.org.za) by no later than 28 February 2018. Correspondence will only be entered into with shortlisted candidates.

**For more information, contact  
Ms Lynette du Plessis at 012 349 6606.**



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& technology

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Science and Technology  
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