

JUNIOR LANGUAGE EDITOR

Junior language editor required for curriculum provider of English and Afrikaans learning material.

RESPONSIBILITIES:

- Editing
 - Check spelling, punctuation, terminology, grammar, images, consistency and facts.
 - Ensure that Afrikaans and English texts correspond.
 - Rewrite text when necessary.
 - Ensure that templates are adhered to.
 - Liaise with authors to ensure the quality of content.
 - Pay attention to detail.
 - Work independently and manage own projects where necessary.
 - Be proactive and take responsibility for projects assigned.

- Translating
 - Translate texts to and from English and Afrikaans.
 - Ensure good language (First language use.)
 - Retain the original meaning of the text.

REQUIREMENTS:

- Degree or diploma in languages, translation, journalism or equivalent. English as major and Afrikaans first-year level.
- Postgraduate qualification in languages, translation, journalism or equivalent an advantage.
- Two years' experience in editing, proofreading, translation.
- **Essential:** MS Office (Word, Excel, Publisher, PowerPoint, Outlook), Internet Explorer or equivalent (Chrome, Firefox) **Suggested:** InDesign
- Fluent in English and Afrikaans.
- Good general knowledge.
- The candidate must adhere to strict deadlines and be flexible to work longer hours when required.

Salary is market-related.

Send your CV to cvs@futurelearn.co.za