



SENIOR CONTENT EDITOR

DEMOCRATIC GOVERNANCE AND RIGHTS UNIT (DGRU) Faculty of Law

Applicants are invited to apply for a **Senior Content Editor** position at the African Legal Information Institute (AfricanLII) programme of the Democratic Governance and Rights Unit (DGRU), Department of Public Law, University of Cape Town. We are looking for a dynamic and committed **Senior Content Editor** to advance the development of content collections and related AfricanLII projects at the DGRU.

Requirements:

- LLB and a relevant qualification in Library science or similar discipline.
- Minimum of 1 year of legal information management experience.
- Proficiency in online publication systems.
- A minimum of 2 years in social media strategy and execution desirable.

Advantageous:

- Knowledge of global and regional developments in online legal publishing.
- Development and management of legal information systems.
- Relevant experience in one or more of the following areas: legal publishing, legal journalism, marketing, or online communication.

Responsibilities:

- Establishing and maintaining positive work relationships with content providers, such as advocates, attorneys, court administrators, judges, clerks and librarians.
- Ensuring that AfricanLII receives current and legacy content from national sources in electronic or print format in a timely manner.
- Assisting in the management and supervision of data capturers and LII coordinators as they deliver on publishing: electronic sorting, filing and indexing as well as identifying and resolving duplicates or missing judgments on the LII websites.
- Coordinate teams of caselaw editors as they summarise caselaw and update the African Human Rights Index, the Commercial Law Index, the Environmental Law Index, as well as any other new specialized research tools that may be developed on AfricanLII in future.
- Coordinate commentary contributors on AfricanLII.
- Edit AfricanLII content and ensure content across African LIIs complies with the editorial style of AfricanLII.
- Provide training – online and in person, where necessary – to stakeholders and contributors.
- Promoting the work of AfricanLII through its social media and other appropriate platforms.
- Other duties as may be prescribed from time to time.

The annual cost of employment, including benefits, R403 789 and R425 000. **This position may be filled as a part-time opportunity at 32 hours per week.**

To apply, e-mail the below documents in a **single pdf file** to Ian Petersen at recruitment02@uct.ac.za

UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>);

- Letter of motivation engaging with our focus areas and detailing how you would contribute to the organization;
- Curriculum Vitae (CV);
- Example of your written work;

Please ensure the title and reference number are indicated in the subject line. Incomplete applications will not be considered. Only short-listed candidates will be contacted.

Telephone: 021 6502163
Website: www.dgru.uct.ac.za and www.africanlii.org
Reference number: E200320
Closing date: 13 November 2020

UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity targets. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf>.

UCT reserves the right not to appoint.