



LAYOUT & COPY
DAILY VOICE
(C -band)

As part of the S189 restructuring process, the above vacancy has become available.

The Daily Voice has a vacancy for the above position. The successful applicant will be responsible for the overall layout of the publication, copy subbing, proofing and confirming pages.

Responsibilities:

- To provide an overall layout & design function and handle certain aspects of copy editing when required.
- Producing high-quality layout and design that is structured well with good story-telling techniques
- Taking ownership of pages and/or applying page designs, and creating page layouts based on knowledge of layout principles and aesthetic design concepts.
- Styling of typography, placing and etching of images
- Assisting with content accuracy and strong headlines
- Working within the framework of design guidelines
- Making the content fit in the most visually pleasing way
- Applying a good understanding of legal, ethical, and copyright issues
- Troubleshooting technical issues
- Managing production requirements for assigned pages, including copy flow, managing artwork, providing layout, and applying typography principles
- Understanding pre-press printing requirements and ensuring adherence to deadlines.
- Ensuring that pages are completed on time and potential delays are avoided.
- Proofing pages for title editor, and content manager
- Applying corrections to content, and passing pages.
- Soft proofing pages when required.
- Providing feedback to editorial production leadership
- Flexibility in working unpredictable hours

Minimum Requirements:

- Must have a Diploma / Degree in Journalism, layout, design, or a relevant qualification
- Must have 5 years of experience as a layout or copy sub-editor at a major newspaper or in a magazine environment
- Excellent command of English and Afrikaans
- Excellent knowledge of all software in the production process
- Must be well-versed in Journalistic Principles, Ethics & Media law
- Advanced knowledge of Google applications (Email, sheets, docs, etc.)
- Well-developed news sense and excellent general knowledge

Job Competencies:

- Excellent communication skills (both written and oral)
- Good listening skills
- Ability to work quickly and accurately under pressure
- Ability to work alone and as part of a team
- Possesses copy-editing skills
- Excellent planning and organisation skills
- Excellent problem-solving ability
- Meticulous attention to detail
- High organisational and team commitment
- Knowledge of all software required in the production process
- Ability to handle multiple articles and pages
- Ability to cobble (merge) text, manage images and visualise pages

Independent Newspapers is committed to its Employment Equity and Affirmative Action plans.

All interested and suitably qualified applicants must submit a completed application form no later than 12h00 noon on **Wednesday, 06th November 2024** to Human Resources at:
vacanciescape@corporateservice.co.za