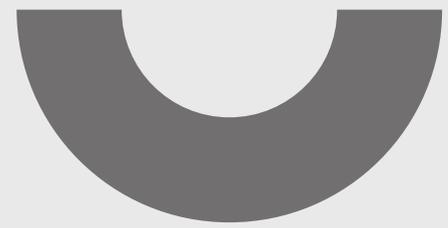


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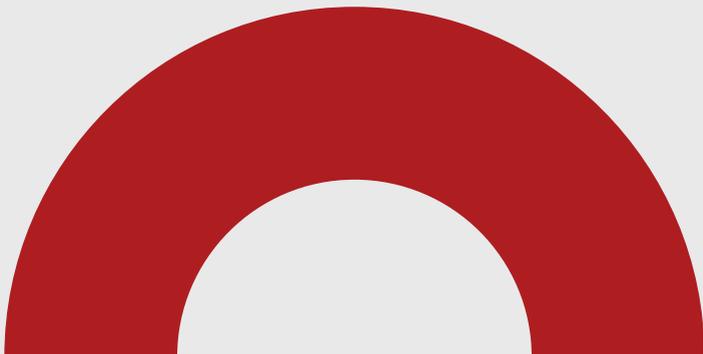
# **EMPLOYMENT OPPORTUNITY**

**BUSINESS UNIT: RESEARCH SERVICES UNIT  
POST TITLE: INDEPENDENT CONTRACTOR-PANEL  
OF LANGUAGE EDITORS**

**REMUNERATION: PROJECT BASED  
CENTRE: DURBAN, MKRI OFFICE  
REFERENCE: IC/PLE - 01/2025**

**CLOSING DATE: 23 AUGUST 2025**

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## **INDEPENDENT CONTRACTOR-PANEL**

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#### **REQUIREMENTS:**

The ideal candidate must be in possession of a PhD (NQF level 10) qualification in English, Linguistics, Language Studies, Editing, Library and Information Sciences or related field from accredited tertiary institution. Must have at least three to five (3–5) years' experience in academic or research editing, with proficient in editing academic texts across multiple disciplines (humanities, social sciences, sciences). Applicants must have an advanced knowledge of referencing styles (APA, Harvard, MLA, etc.). Excellent command of written English and strong attention to detail. Must be familiar with academic publishing requirements and practices. Must have an ability to manage multiple projects and meet tight deadlines. Proficiency in IsiZulu language editing will be added as an advantage.

#### **ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:**

The successful candidate must have:

- Research editing skills
- Experience working in multilingual and multicultural research environments
- Strong editorial and analytical skills.
- High level of language accuracy and consistency
- Knowledge of the South African higher education and research environment.
- Ability to work independently and collaboratively
- Familiarity with plagiarism guidelines and academic integrity principles
- Proficiency in MS Word (Track Changes), referencing tools (EndNote), and editing software

#### **KEY RESPONSIBILITIES:**

- The successful candidate will be required to:
- Edit and proofread research manuscripts, journal articles, dissertations, policy papers, and other academic outputs for grammar, style, tone, consistency, and coherence.
- Ensure alignment with prescribed referencing styles (APA, Harvard, Chicago, etc.) and institutional guidelines.
- Assist in the preparation of content for peer-reviewed journals and institutional publications.
- Provide language support for research proposals, reports, commentaries, surveys and policy briefs
- Ensure final documents are free of typographical, punctuation, and formatting errors
- Keep up to date with trends in academic publishing and language editing best practices.

#### **DIRECTIONS TO APPLICANTS:**

Interested applicants are encouraged to apply by submitting their applications to: [recruitment@moseskotane.com](mailto:recruitment@moseskotane.com). The application must clearly state the position applied for and the corresponding reference number on the subject line must include a detailed copy of a CV, recently certified copies of (1) ID and (2) certified copies of relevant qualifications (not older than 6 months). Applicants are to ensure that they submit all required documentation stated above, as failure to do so may lead to disqualification of the application during the selection process.

For any technical queries contact the HR Administrator at [recruitment@moseskotane.com](mailto:recruitment@moseskotane.com). Candidates who have not heard from MKRI within 6 weeks from the closing date can consider their application unsuccessful. Applicants will be disqualified for any incorrect information supplied.

After the interviews and technical exercises, where applicable, candidates recommended for appointment will be taken through competency testing and verification processes.

The Moses Kotane Research Institute is an equal opportunity, affirmative action employer and preference will be given to suitably qualified candidates from designated groups in terms of Employment Equity Act, 1998. The Institute reserves the right not to make these appointments.