

Job Title	Copy Editor
Reports to:	Practice Management
Grade Level	Level 5
Supervises	NIL
Key Roles and Responsibilities	
<ul style="list-style-type: none"> • Review of texts to ensure all publication materials are free from typographical and grammatical errors. • Liaise with authors and publishers regularly via telephone and email. • Ensures that authors have provided all the required materials and paperwork. • Liaise with peer-reviewers for the review of articles. • Assisting with the peer review process and reviewing articles that are within your specialisation. • Liaise with the Editor-in-Chief or Deputy Editor to resolve queries with the authors • Ensure the illustrations are correctly captioned and referenced in the text. • Produce or work to a style checklist to ensure consistency . • Discuss and resolve any potential libellous or contentious section of text with editors and authors. • Work closely with authors; suggesting changes to enhance the articles' readability, conciseness and style. • Work with paper and online manuscripts accurately. • Monitor new gathering operations to ensure utilisation of all news sources. • Confer with management and editorial staffs members regarding placement and emphasis . • Helps writers research topics and locate and contact sources throughout the development of articles. • Ensures that names, places and organisations spelled correctly and that facts, dates and statistics are accurate. 	

Job Attribute and Skills

- Knowledgeable in the use of the internet and other electronic office equipment
- Strong oral and written communication skills
- Strong organizational skills
- Good multitasking skills; energetic and result oriented
- Planning and prioritizing skills
- Effective and proven interpersonal skills
- Respects and maintains confidentiality of information
- Analytical skills
- High level of professionalism, discipline and standards.

Experience and Qualifications

- Should have 5 yrs of experience in the same field.
- Should have a Ph.d /Masters in Law.