

The Water Research Commission (WRC) is a dynamic hub for water and sanitation knowledge, innovation and intellectual capital, providing leadership and support research, development and innovation of water and sanitation solutions. It engages stakeholders and partners involving water and sanitation challenges and opportunities, which are crucial to South-Africa's sustainable development and economic growth, and is committed to promoting a better quality of life for all. The WRC is a schedule 3A public entity and adherence to required legislation is imperative to the organization's strategy and values.

Applications are invited from suitably qualified, experienced and passionate individuals for the Pretoria-based position of:

### **Knowledge Quality Officer (Ref: KQO)**

The WRC is looking for a **Knowledge Quality Officer** to join us for an exciting opportunity. The successful candidate will be responsible for managing research reports, publications as well as ensure all published materials are of high-quality before dissemination to external stakeholders.

As the WRC's **Knowledge Quality Officer**, you will be accountable for quality control and the editing of research reports and accompanying material. This will include proof-reading reports ranging in complexity and size as well as writing summary pieces and public briefs where required. In addition, the incumbent will need to ensure that all published and unpublished reports are preserved by use of digital media and ensure that effective archiving and workflows procedures are established for all incoming and outgoing reports.

The ideal candidate must have a Bachelor's degree in English/Linguistics or equivalent. At least three (3) years relevant quality control/assurance and technical editing experience together with client liaison experience. You must also have intensive knowledge of English syntax, semantics and vocabulary together with the knowledge and understanding of editing and publishing rules and principles.

**This is a re-advertisement of the post and the applicants that applied previously should not re-apply as their applications will still be considered.** The appointment will be made in line with the WRC's employment equity plan and the WRC supports applications from individuals with a disability. A detailed CV with three references, quoting clearly the Reference as a subject matter should be submitted to Human Resources, e-mail: [hr@wrc.org.za](mailto:hr@wrc.org.za) No hand delivered applications will be accepted.

Closing date **1 February 2019** If you are not contacted by **28 February 2019**, please consider your application as unsuccessful. A *Recognition of Prior Learning Assessment* may be considered for applicants with suitable work experience.

