



Contact Us

East African Educational Publishers
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Editors (4 posts): Kiswahili, Physics, English and Literature and Humanities Editor

Summary of the positions

This is a position responsible for developing, planning and managing a strong list of market-oriented titles.

The Editor will also be tasked with mentoring assistant editors

Key duties and responsibilities

- Develop comprehensive, high quality educational teaching materials for both learners and teachers;
- Conduct market research and incorporate findings into new and existing products;
- Build strong relationships with key stakeholders in the education sector;
- Provide guidance during the development of publications.

Knowledge, skills and abilities

Kiswahili Editor

The position requires a relevant Bachelor's degree, preferably, in Education with a major in Kiswahili, combined with at least two years relevant publishing experience.

The ideal candidate should have at least two years experience in project planning and management in a publishing set-up.

Teaching experience, with a proven track record of consistent high performance, will be an added advantage.

Physics Editor

The position requires a relevant Bachelor's degree, preferably, in Education with a major in Physics, combined with Maths and at least three years relevant publishing experience.

The ideal candidate should have at least two years experience in project planning and management in a publishing set-up.

Teaching experience, with a proven track record of consistent high performance, will be an added advantage.

English and Literature Editor

The position requires a relevant Bachelor's degree, preferably, in Education with a major in English and Literature, combined with at least three years relevant publishing experience.

The ideal candidate should have at least two years experience in project planning and management in a publishing set-up.

Teaching experience, with a proven track record of consistent high performance, will be an added advantage.

Humanities Editor

The position requires a relevant Bachelor's degree in Education with a major in History and Geography or Christian Religious Education, combined with at least two years relevant publishing experience.

The ideal candidate should have at least two year's experience in project planning and management in a publishing set-up.

Teaching experience, with a proven track record of consistent high performance, will be an added advantage.

Graphic Designers (3 posts)

Duties:

1. To ensure production schedules for all titles are strictly followed;
2. To implement all corrections with high precision;
3. To ensure text and cover designs are of high standards;
4. To facilitate teamwork with peers in the production section as well as with the editors;
5. To strictly follow editors and line manager's instructions and briefs on assigned titles;
6. To mentor assistant designers and interns;
7. To regularly back up current files and archive the completed books;
8. To accurately check film for one's titles those that are going to press;
9. Any other duty that may be assigned to you from time to time.

Qualifications:

- Training in graphic design software – Adobe Illustrator, Adobe Photoshop, Adobe In-Design,
- Knowledge in Quark Xpress and Adobe PageMaker.
- Experience in :
 - Design and layouts of books;
 - Design of promotional materials;
 - Design of Book covers;
 - Typesetting.
- Hands-on textbook publishing shall be an added advantage

Other skills

- Good reporting skills;
- Good communication skills;
- Good presentation;
- Be a team player.

Accountant (1 post)

Duties:

1. Ensure timely and accurate accounting, reporting and analysis so as to help management in decision making;
2. Monthly reconciliations of all debtors and creditors statements;
3. Implementation of an effective system of internal control;
4. Ensuring compliance with statutory obligations and external financial reporting requirements;
5. Timely submission of monthly management reports including bank reconciliations;
6. Ensure efficient revenue collection, disbursement, accounting and payment of statutory taxes and levies and their reporting to the relevant bodies;
7. Ensure financial reports are prepared and submitted in compliance with the company guidelines and regulations;
8. Prepare management accounts, budgets and periodic financial performance reports for presentation to management;
9. Preparing annual accounts and manage the auditing process;
10. Ensure all financial reporting deadlines are met;
11. Any other duty that may be assigned to you from time to time.

Qualifications:

- Bachelors Degree;
- CPA part One Qualification;
- Knowledge of accounting software, proficiency in pastel is an added advantage;
- Good working knowledge with excel and good computer use;
- Good book keeping skills;
- Experience of about one year in a similar role.

Other skills

- Good reporting skills;
- Good communication skills;
- Good inter personal relationship.

Sales Executive (1 post). Based in Nairobi

Duties:

1. Make quarterly plans and a monthly itinerary for visits to customers and file it with the office at least a week before the start of relevant period;
2. Seek out new customers for the company by seeing at least one new customer every week and writing at least one project proposal a month. The proposal should target a new market niche or segment in your region;
3. Visit at least 20 customers a week with the following distribution:
 - At least 3 schools per day;
 - At least 1 special channel per day;
4. Visit at least 5 bookshops a week to seek out for orders, ensure our books are prominently displayed and to obtain market intelligence;
5. Meet a monthly sales target as allocated from month to month;
6. Manage a product mix for curriculum versus creative work verses ECD/Tertiary sales in each month's turnover;

7. Submit weekly reports by Tuesday of the next week indicating customers visited, their contacts and comments;
8. Submit weekly market intelligence summary of competitors activity and new business opportunities;
9. Manage resources allocated effectively, economically and efficiently by running the car within allocated fuel limits, minimizing car repairs and accounting for the float allocated on a weekly basis;
10. Manage to locate debts which are over 90 days;
11. Any other duty that may be assigned to you from time to time.

Qualifications:

- Bachelors Degree in Education/Business related field;
- More than 2 years experience in Sales and Marketing;
- More than 2 years experience in book publishing is an added advantage.

Other skills

- Good reporting skills;
- Good communication skills;
- Good presentation;
- Proficiency in computers – word, excel & power point;
- Good inter personal relationship.

All application should be email to human.resource@eastafrikanpublishers.com

Deadline to receive all application will be 10 January 2018 at 5:00 pm

Only shortlisted candidates will be contacted.