ASSISTANT (DESKTOP PUBLISHING) (GRADE B3), CENTRAL SECRETARIAT, NUCLEAR ENERGY AGENCY

Closing date for applications: 13 November 1992

Duties:

Under the general supervision of the administrator responsible for the NEA publications programme, and in co-ordination with the head of the NEA publications office, following established procedures and guidelines, the post-holder will be required:

1. To review and finalise, from a technical point of view, documents submitted for publication, in order to ensure quality of presentation and compliance with OECD and NEA standards and procedures.

2. To assist in the preparation of NEA publications to the camera-ready stage, using a variety of specialised desk-top publishing (DTP) software and hardware.
3. To liaise with author divisions on the preparation of documents intended for publication, and to provide specialised document processing and conversion services to supplement the capabilities of author divisions, for example in the creation or incorporation of graphics and other figures, or in the electronic scanning of documents.

4. To assist in developing presentation standards and production guidelines for NEA publications.

5. To contribute to the development and implementation of computerised production of other graphic materials, such as overhead transparencies, slides, special diagrams and drawings.

6. To keep abreast of developments related to the NEA publications programme, in order to assist the head of the NEA publications office or to ensure appropriate follow-up of the ongoing work during his/her absence.

Principal qualifications:

1. Good secondary level of education and specialised training in DTP techniques and applications.

2. A minimum of two years’ experience and a demonstrated ability in the production of publications using DTP technology.

3. Good familiarity with word-processing software, in particular WPS-Plus and WordPerfect.

4. Familiarity with other specialised software and equipment for the production of graphics, tables and drawings, and for document scanning or format conversions.

5. Good knowledge of both written French and English.

6. Personal qualities of thoroughness, efficiency and attention to detail.

7. Ability to foster and maintain good working relations with colleagues at all levels, and to display flexibility and tact in dealing with changing priorities and production schedules.

END-OF-TEXT