OFFICE CIRCULAR

HEAD OF THE PRE-PRESS SECTION (GRADE A2/A3), PRODUCTION DIVISION, PUBLICATIONS SERVICE

Closing date for applications: 26 July 1995

The OECD is an equal opportunity employer and encourages applications from female candidates

Duties

Under the supervision of the Head of Division, the post-holder will be responsible for the planning and pre-press production of publications and other miscellaneous items, contacts with clients and technical development of pre-press systems, and will be required to:

1. Plan, organise and control the activities of the various units of the Pre-Press Section (a staff of 26 B-grades, plus auxiliairies and occasional consultants), which includes:
. reception of manuscripts and planning of publication production,
. co-ordination of contacts with author-Directorates,
. design and production of covers,
. typesetting of publications,
. preparation of graphics,
. quality control.

Strive constantly to improve the presentation quality of publications, to reduce production times and to minimise costs.

2. Co-ordinate all staff issues related to the above activities, supervise recruitment, training, staff development and ensure a high level of staff motivation and commitment.

3. Research, plan and co-ordinate the development and introduction of new publication production technologies in the Pre-Press Section, with emphasis on automated and electronic processing based on the SGML norm. Liaise with the Directorate for Computers and Communications (DCC) on such matters. Draft operational guidelines and user documentation for authors.

4. Research and make proposals for the acquisition of new software and equipment for the Pre-Press Section. Liaise with DCC regarding the maintenance and upgrading of central equipment operated for the Publications Service by DCC (network server, VAX, communications) and the software (PAGER) running on such systems.

5. Assist the Head of Division in the elaboration of annual work programmes, Budget proposals and other administrative matters related to the activities of the Division.

Principal qualifications

1. University degree in graphics arts, technical engineering, computer science or equivalent.

2. Extensive knowledge and experience in a production environment of the book manufacturing industry; knowledge of pre-press technology and experience of book design, typography and graphic arts is essential; a good knowledge of photo-engraving, printing and finishing techniques is required.

3. Experience of organising production work and of managing a team are essential; ability to supervise technical development work and to manage a budget; ability to communicate clearly with the non-technical personnel at all levels.
4. Very good expertise in centralised and decentralised document production (composition and desk-top publishing) in an office automation environment; a good knowledge of information management theory and of OECD-specific publication production equipment and work methods (PAGER, SGML, VAX, Macintosh, Microsoft Office) would be an advantage.

5. Very good knowledge of one of the two official languages of the Organisation (English and French); ability to work in the other.

N.B. The post may be filled at the level immediately below if the qualifications and professional experience of the selected applicant correspond to that level; in this case, the duties and responsibilities assigned to the post will be adjusted accordingly.