SENIOR PRODUCTION MANAGER
Grade A4
Production Unit / Publications Division
Public Affairs and Communications Directorate

EXD/HRM/VAC(2001)082

The OECD is an international organisation based in Paris with some 2000 staff. We are looking for a Senior Production Manager to manage all aspects of production, which covers the process of printed and electronic OECD publications and all other material (catalogues, flyers, etc.) with a multicultural team of 50 persons. S/he will work under the supervision of the Head of the Publications Division in the Public Affairs and Communications Directorate.

The job...

1. With the support of the Production and Planning Management Section, direct, plan and co-ordinate the activities of the Production Unit, which includes the Production and Planning Management Section, the Pre-press, Graphic Studio and Multi-media Section, the Photo-engraving, Offset Printing and Binding workshops.

2. Analyse staff and equipment requirements, and make recommendations to the Head of the Publications Division on appropriate actions to (i) maintain and improve quality, reduce costs and production time; (ii) create harmonious working methods and conditions; (iii) ensure the smooth introduction and development of appropriate production technologies, as well as continuous staff training; (iv) motivate staff.

3. Develop appropriate statistical tools to evaluate the efficiency of work plans, to achieve the most rational use of resources (staff, equipment, budget appropriations), and to identify suppliers and contractors offering the best terms.

4. In collaboration with the Research and Development Section, plan and co-ordinate development and introduction of new technologies for the production of publications, as well as new working methods, in the Directorate.

5. Draw-up annual work programme and budget proposals for the Unit, in collaboration with the Section Heads concerned.

6. Advise the Head of Publications Division on matters related to the Unit’s overall operations.

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The person we are looking for should have...

1. A university degree in graphic arts, technical engineering or equivalent: up-to-date knowledge of typesetting, desktop publishing and printing techniques and machines; experience of working in an office automation environment would be an advantage.

2. Knowledge and experience in information management (including SGML and XML), in typesetting/design system and in technological development of Print-on-demand.

3. Minimum ten years of solid management experience acquired in the publishing and printing industry.

4. Excellent organisational skills and the proven ability to manage and motivate staff. Demonstrated problem-solving experience (last minute changes in production schedules). Proven budget management experience.

5. Very good communications and interpersonal skills, including management of a multi-cultural team. Ability to communicate with non-technical personnel and with the author-Directorates.

6. Very good knowledge of both official languages of the Organisation (English and French), and good drafting in one of these two languages

N.B. The appointment may initially be made 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.

We are an equal opportunity employer and encourage applications from female candidates.

Applications (in English or French) from nationals of OECD Member countries should quote reference EXD/HRM/VAC(2001)082 and be sent via our on-line application form on www.oecd.org/hrm by 1st November 2001.

Only candidates selected for interview will be contacted.

For more information on OECD and our recruitment, please see www.oecd.org