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SUBJECT: HEAD OF DESKTOP PUBLISHING UNIT (GRADE B5), TECHNICAL
SECTION, PUBLICATIONS SERVICE

Closing date for applications: The closing date for applications is four
weeks after the date of publication

Duties:

Under the supervision of the Head of the Technical Section:

1. Manage a staff of six people in the production of text and graphics using desktop publishing software.
2. Work closely with other heads of unit to develop standards, procedures and methods for integrating graphics and text using various software packages.
3. Train personnel in the use of existing software; evaluate, select and train personnel on new software as necessary.

4. Maintain software and backup routines; identify requirements and co-ordinate systems maintenance efforts with internal directorates and outside vendors.
5. Assist on a section-wide basis in the planning and implementation of systems integration and output devices.

Principal qualifications:

1. Good general education to secondary level; expertise in typography and graphic design.
2. Proven supervisory experience in a production environment.
3. Expertise in Macintosh graphics and text software, especially Xpress, Excel, Cricket Graph and Illustrator. Knowledge of Interleaf, other PC-based and Macintosh-based packages would be an advantage.
4. Good knowledge of Postscript output language, font creation and management, and laser printers.
5. Fluency in one of the official languages of the Organisation; working knowledge of the other.