



External Publication of Job Posting

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Job Posting Title

PRINT FINISHING ASSISTANT

Start Date

27.11.2018

End Date

30.12.2018

Reference Code

10001101 - 03

Job Title

PRINT FINISHING ASSISTANT

Organization

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a new partnership worldwide. Its Headquarters is located in Addis Ababa, capital city of Ethiopia.

In seeking to achieve these objectives, the African Union intends to strengthen its capacity to deliver by, among others, the implementation of new organization structure and the filling of regular and short-term vacant posts.

The Commission of the African Union invites applicants who are citizens of Member States for the regular post of Print Finishing Assistant in the Directorate of Conference Management and Publications, Printing Unit of the African Union Commission.

Department

2. Post

Job Title: Print Finishing Assistant
Grade: GSA3
Over all Supervisor: Director of Conference Management and Publications
Immediate Supervisor: Senior Publishing & Reproduction Officer
Duty Station: Addis Ababa, Ethiopia
Positions: 01

Project

3. Job Description Summary

Perform all Post press work on binding & Print-finishing machine /manually.

Tasks

4. Main Duties and Responsibilities

Under the overall supervision of the Director of Conference Management and Publications and direct supervision of the Senior Publishing & Reproduction Officer, the incumbent is required to perform the following tasks:

- (i) Handle post press work such as binding, folding, stitching, sewing, cutting, perforating, numbering, Laminating and other post press operations.
- (ii) Perform daily maintenance of machines/equipment, such as lubrication, cleaning, replacement of damage accessories and make minor adjustment;
- (iii) Maintain records of time, and materials in use in order to complete all bindery/Print-finishing operations;
- (iv) Keep records of jobs completed on daily basis and passes finished works to customers;
- (v) Report faults on machines/equipment and oversee health and safety matters in the unit;
- (vi) Ensure quality-control in the finishing works of documents as per AU publications standards;
- (vii) Ensure meeting deadlines set by the Unit;
- (viii) Produce Major fault-reports;
- (ix) Carry out any other duties that may be assigned by the overall / immediate supervisor.

Requirements

5. Qualification and work experience required

a. Qualifications:

- i. The incumbent must have a minimum of Diploma/Certificate in Printing or equivalent with at least 5 years of on-job-training in a recognized institution;
- ii. Certificate on Printing Machine Maintenance is an advantage.

b. Professional experience required:

- i. At least 5 years of Printing Press job experience;
- ii. Experience on press operations is an advantage.

6. Other Relevant Skills

- Computer literacy
- Excellent planning and organizational skills
- Excellent technical and communication skills.
- Excellent drafting and reporting skills;
- Good knowledge of the workings of international organizations;

- Capacity to work under pressure and in a multicultural environment;
- Must be proactive in carrying out assigned duties
- Must have good time management abilities

7. Language Requirement

Proficiency in one of the African Union working languages is mandatory. Proficiency in two or more of the other working language(s) would be an added value.

8. Tenure of Appointment

The appointment will be made on a regular contract for a period of three (3) years, of which the first twelve (12) months will be considered as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance and deliverables.

9. Gender Mainstreaming

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.

10. Remuneration

Indicative salary for this position is US\$ 11,071.00 (GSA3 Step 1) per annum including all allowances for locally recruited staff of the African Union Commission. Recruitment will be on local terms only.

11. How to Apply

All applications must reach the African Union Commission not later than 30 December 2018 through the AU Commission's website <http://www.aucareers.org>.

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Directorate of Administration and Human Resources Management,
African Union Commission

Contract Type

Regular (Long Duration)

Employment Fraction

Full-time

Branch

Headquarters