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**External Publication of Job Posting**

**50597266**

**Job Posting Title**

OFFSET REPRODUCTION OFFICER

**Start Date**

27.11.2018

**End Date**

30.12.2018

**Reference Code**

10001081 , 10001082 - 3

**Job Title**

OFFSET REPRODUCTION OFFICER

**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 Offset Reproduction Officer in the Directorate of Conference Management and Publications, Printing Unit of the African Union Commission.

**Department**

2. Post

Job Title: Offset Reproduction Officer  
Grade: GSA5  
Over all Supervisor: Director of Conference Management and Publications  
Immediate Supervisor: Senior Publishing & Reproduction Officer  
Duty Station: Addis Ababa, Ethiopia  
Positions: 02

## **Project**

### 3. Job Description Summary

Produce documents & follow-up operations, monitor quality, flow of inputs and outputs in view of ensuring that AU documents and publications are produced / printed in accordance with the established standards by selecting appropriate mode of production while meeting deadlines.

## **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) Schedule work according to priority on all printing & reproduction equipment;
- (ii) Coordinate activities of machine operators in the press room;
- (iii) Operate & maintain printing presses and other equipment in the pressroom;
- (iv) Prepare periodic reports on activities of the unit and guide machine operators falling under the unit on how to reduce wastage and maximize efficiency;
- (v) Mix various color inks in order to get the required color;
- (vi) Report major faults on printing & reproduction of documents;
- (vii) Ensure quality-control in Printing & reproduction of documents;
- (viii) Ensure meeting deadlines set by the Unit;
- (ix) Produce Major fault-reports;
- (x) 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 Diploma in Offset Machine Operation, equivalent with Offset Machine Operation certificate with 6 years on job training.
    - ii. Certificate in Offset Machine Maintenance is an advantage.
  - b. Professional experience required:
    - i. At least 6 years of experience in Printing Press;
    - ii. Experience on heavy duty digital press machine operation is an advantage.

6. Other Relevant Skills

- Excellent 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

Candidate must be proficient in English and/or French. Proficiency in one or more of the other working language (s) of the AU will be an added advantage.

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. Least Represented Countries

Candidates from the following least represented countries at the African Union Commission are encouraged to apply: Algeria, South Africa, Morocco, Angola, Ghana, Congo (DRC), Equatorial Guinea, South Sudan, Namibia, Mali, Madagascar, Guinea-Conakry, Cape Verde, Central African Rep., Seychelles, Somalia, Guinea Bissau, Saharawi Arab D.R., Comoros, Sao Tome and Principe.

11. Remuneration

Indicative salary for this position is US\$ 15,758.00 (GSA5 Step 1) per annum plus other related entitlements e.g. Post adjustment (46% of Basic Salary), Housing allowance (\$16,813.44 per annum), education allowance (100% of tuition and other education related expenses for every eligible dependent up to a maximum of US\$ 10,000.00 per annum for the internationally recruited staff and \$3,300 per child per annum for locally recruited staff).

12. 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