

HEAD OF OECD BERLIN CENTRE/BONN OFFICE

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Public Affairs and Communications Directorate

EXD/HRM/VAC(2001)074

The OECD is an international organisation based in Paris with some 2000 staff. We are looking for a person to manage and direct the Berlin Centre/Bonn office, to enhance the visibility of the OECD, make its work better known in the German-speaking world, and to promote the sales of OECD products. He/she will be located in Berlin and will report to the Director of the Public Affairs and Communications Directorate in Paris. The post is expected to be filled in the first part of 2002.

The job...

1. Manage and direct the OECD Centre in Berlin and Bonn Office. Supervise the personnel of the Centre (one Deputy Head of Centre, one Manager, one Marketing Assistant, one Public Relations Assistant, and one Commercial Assistant).
2. Support the OECD work at all levels by providing an efficient service to the public, especially parliament and media, and intensive dialogue with civil society and the business and science communities, with minimum resources, as well as respond to their requests.
3. Arrange and conduct meetings, speeches, seminars, and discussions. Write OECD articles and Centre briefs. Visit decision-makers and opinion leaders in Germany, Austria and Switzerland.
4. Ensure effective management of OECD publications and information in the German-speaking world (notably Germany, Austria and Switzerland).
5. Continuously report on public affairs activities, marketing and financial operations.
6. Exchange information and take common action with PAC at Headquarters.
7. Organise and monitor meetings with the Secretary-General, Deputies Secretary-General, author directorates and Directors.

The person we are looking for should have...

1. An advanced university degree, preferably in business administration, economics or communications related fields.
2. At least 10 years' experience in national and international governmental affairs, budgeting, the book business and public relations.

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3. Knowledge of internal OECD structures and external needs. Knowledge of public and private institutional arrangements in the German-speaking world.
4. Ability to manage an operational activity outside OECD Headquarters. Ability to work independently and to take decisions.
5. Ability to work in German and one of the official languages of the OECD (English or French), including excellent drafting skills. Knowledge of the other official language would be an advantage.

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)074 and be sent via our on-line application form on www.oecd.org/hrm by 4 October 2001.

Only candidates selected for interview will be contacted.

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