

HEAD OF OECD TOKYO CENTRE
Grade A5
Public Affairs and Communications Directorate

EXD/HRM/VAC(2001)086

The OECD is an international organisation based in Paris with some 2000 staff. We are looking for a dynamic person to manage and direct the OECD's Centre located in Tokyo, Japan, to enhance the role and visibility of the OECD by making its work better known in Japan and throughout Asia, and to promote the sales of OECD products. He/she will be located in Tokyo and will report to the Director of the Public Affairs and Communications Directorate in Paris (PAC).

The job...

1. Manage and direct the OECD Centre in Tokyo. Ensure co-ordination of the Centre's functions with the different parts of PAC.
2. Support the OECD work by representing the Organisation and interacting at all levels with governments, parliaments, business and labour communities, embassies, academia and civil society organisations.
3. Serve as the primary point of contact for the media regarding the OECD in Japan and the region.
4. Arrange and conduct meetings, speeches, seminars and discussions. Represent the OECD at meetings with policy-makers and opinion leaders both in Japan and throughout the Asian area. Write OECD articles and Centre briefing material.
5. Ensure effective management of the Centre's publication programme in Asia.
6. Continuously report to Paris on the Centre's activities.
7. Provide to OECD Headquarters important information from the region, and act in concert with guidance from the Director of the Public Affairs and Communications Directorate in Paris.
8. Assist in the organisation and monitoring of meetings for the OECD Secretary-General, Deputies Secretary-General, Directors, and Secretariat staff from the author directors when they travel to the Asian area.

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The person we are looking for should have...

1. An advanced university degree, preferably in administration, economics or related fields.
2. At least ten years' experience in national and international governmental affairs, publications and public relations.
3. Knowledge of the mission, instruments and structure of the OECD, as well as its relations with external entities. Knowledge of public and private institutional arrangements in Japan and Asia.
4. Competence in responding to inquiries from journalists, and in presenting issues to the media.
5. Ability to represent the Organisation and to discuss its main activities and its publications with government officials, businesses and labour interest, academics, booksellers, librarians, and experts working in the Organisation's fields of interest.
6. Proven ability to manage and motivate a team of staff and to manage a budget.
7. Ability to work in Japanese and one of the official languages of the Organisation (English and 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)086 and be sent via our on-line application form on www.oecd.org/hrm by 8 November 2001.

Only candidates selected for interview will be contacted.

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