

**Paris, 04-04-2000**

**HUMAN RESOURCE MANAGEMENT**

**OLIS : 04-Apr-2000**

**HRM/VAC(2000)26**

**Telephone : 01 45 24 14 44**

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## **OFFICE CIRCULAR**

**WEBMASTER (GRADE B4),  
CENTRAL SECRETARIAT,  
OECD NUCLEAR ENERGY AGENCY (NEA).**

**[Duration of appointment: Fixed term or indefinite]**

**Closing date for applications: 4 May 2000**

*The OECD is an equal opportunity employer  
and encourages applications from female candidates*

### **Role**

Under the supervision of the Head of the Central Secretariat of the OECD Nuclear Energy Agency, the main responsibility of the post-holder will be to review, further develop and maintain the NEA web site with a view to maximising the visibility and impact of the Agency's work.

### **Main Duties**

1. Participate in the periodic review (from the editorial, graphic and technical perspectives) of the Agency's Internet communications and online marketing strategies, and ensure their implementation.
2. Ensure the coherency and user-friendliness of the web pages in terms of content, presentation and style, and make sure that all pages are regularly updated.

3. Liaise with author divisions in order to obtain input to the division web pages and the monthly electronic bulletin, and ensure that the proper quality-control procedures for content have been followed. Participate in the preparation of HTML and PDF files as necessary.
4. Ensure the preparation of the monthly electronic bulletin in HTML format.
5. Participate in the maintenance and further development of the Agency's extranet.
6. Manage requests for information arriving in the Agency's electronic mailbox.
7. Follow new developments in Internet technology, presentation standards and publishing norms in order to optimise the NEA site and make proposals for periodically modernising it.
8. Perform other related tasks as necessary.

### **Principal Qualifications and Core Competences**

1. Secondary education, preferably with a university degree in communications or information technology.
2. Confirmed experience in the development and maintenance of web sites, preferably in a scientific or publishing environment.
3. Very good communication and interpersonal skills; ability to establish effective and harmonious working relations with scientists and computer specialists.
4. Good knowledge of web standards (in particular HTML and XML) and software used for web sites (in particular Dreamweaver and Acrobat). Knowledge of a programming language and software used for graphic design would be an advantage.
5. Ability to work with minimum supervision and as a member of a team.
6. Excellent drafting ability in English, good knowledge of French.

## GENERAL INFORMATION ON VACANCIES AND APPLICATIONS

**Who may apply:** Posts in the Organisation are open to nationals of Member countries only. External candidates must be less than 65 years old at the time of appointment. We encourage applications from female candidates.

**Principal Qualifications and Core Competencies:** The qualifications and core competencies listed are those which are most important to the performance of the duties mentioned. Since the criteria outlined in the job description are strictly applied, only candidates meeting the requirements of the post should apply.

**Closing date:** Applications must be submitted by this date. Applications received after this date will be considered on a very exceptional basis only.

**How to apply** Choose *one* of the following methods only:

1. The online application form available from our web-site; or
2. Email your CV, cover letter and any supporting documentation\*; or
3. Fax or send your detailed CV to Human Resource Management, accompanied by any supporting documentation\*.

\* E.g. *list of publications where appropriate. Copies of diplomas, qualifications etc are **not** required at this stage.*

**What to include** Your application must include:

1. the vacancy reference number, nationality, sex, and date of birth
2. a summary indicating why you feel your qualifications and experience correspond to the job requirements. It should address the qualifications and competences outlined in the vacancy notice.

**Tests:** For some posts, candidates may be required to take a written or oral examination. The result will be a factor in the selection.

**Interviews:** The best-qualified candidates will be called for interview. Candidates who are not native speakers of either of the two official languages, i.e. English or French, will be assessed at interview in either language of their choice – unless the post in question requires an excellent or very good knowledge of both English and French in which case all candidates will be required at interview to demonstrate competency in both.

**Not-shortlisted candidates:** The Organisation regrets that due to the large number of applications received, candidates who are not shortlisted for either interviews or tests will not be contacted.

**Final selection:** The final selection will be made on the basis of the qualifications, experience and core competencies mentioned in the Vacancy Notice and in comparison with those of the other candidates. Shortlisted candidates will be informed by telephone as quickly as possible of the outcome of their interview and will subsequently receive written confirmation of this from OECD Human Resource Management.

**Duration of appointment:** All appointments are for a fixed term, usually for two or three years, with the possibility of renewal.

**Grade of appointment:** Posts are normally filled at the grade indicated. Some posts, however, may be filled provisionally at the level immediately below if the qualifications and professional experience of the chosen candidate correspond to that level and if such a possibility has been indicated on the Vacancy Notice. In this case, the duties and responsibilities assigned will be adjusted accordingly.

**Place of work:** Unless otherwise stated the place of work is Paris. For some posts, occasional travel may be required.

**Duties:** The duties mentioned are the main duties to be carried out at the time of appointment. They may be modified according to the work programme of the Service or with the introduction of new work methods and/or equipment.