

**ORGANISATION FOR ECONOMIC
CO-OPERATION AND DEVELOPMENT**

UNCLASSIFIED

Paris, 13-Jan-1998

HUMAN RESOURCE MANAGEMENT

OLIS : 12-Jan-1998

HRM/VAC(98)1

**Information : Office FRAN EXT 1614
Telephone : 01 45 24 14 44
Telefax : 01 45 24 79 11**

OFFICE CIRCULAR

SALES PROMOTION ASSISTANT (GRADE B4), OECD BONN CENTRE, PUBLIC AFFAIRS AND COMMUNICATIONS DIRECTORATE

Duration of appointment: Fixed-term (2 years)

Closing date for applications: 10th February 1998

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

Role

Under the supervision of the Marketing Manager, the main responsibility of the post-holder will be to assist in all sales promotion activities related to electronic products and printed periodicals.

Main Duties

1. Develop, plan and conduct sales promotion activities for electronic products and printed periodicals. This includes, in particular, market research, design of an annual catalogue, direct mailings, advertisements, distribution of press review copies, attending exhibitions, visiting prospective clients.

2. Ensure customer follow-up for current and prospective subscribers to electronic products and printed periodicals. This includes, in particular, follow-up activities to gain subscription renewals, handling orders, inquiries and complaints, supplying information.
3. Maintain a database containing data on current and prospective clients. Provide sales statistics.
4. Maintain close co-operation with the corresponding partners at the headquarters in Paris.
5. Provide support to the office manager of the OECD Bonn Centre in maintaining and further developing the Centre's computer and telecommunications system (PC network, databases, data lines, video conference lines, office software packages).
6. Develop and maintain the OECD Bonn Centre web site.
7. Carry out other related duties as assigned.

Principal Qualifications and Core Competences

1. Good secondary education.
2. Several years' experience in marketing/sales and/or computer technology.
3. Good level of computer literacy; familiarity with Windows NT databases and office software packages is essential.
4. Organisational skills; ability to work independently with little or no supervision; excellent communication skills; initiative and creativity; excellent customer care skills.
5. Ability to work in a small team.
6. Excellent spoken and written German; good working knowledge of one or both of the Organisation's official languages (English and French).

N.B. The appointment may initially be made at the level immediately below if the qualifications and professional experience of the selected applicant correspond to that level; in this case, the duties and responsibilities assigned to the post will be adjusted accordingly.

GENERAL INFORMATION ON VACANCIES AND APPLICATIONS

Who may apply: Posts in the Organisation are open to both male and female nationals of Member countries. External candidates must be less than 65 years old at the time of appointment.

Closing date: The date shown is that at which the selection procedures begin officially. Applications received later will be considered only on an exceptional basis.

Duration of appointment: A fixed-term appointment (usually for two or three years, with the possibility of renewal) will be offered.

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, work will be carried out in Paris. However, 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.

Qualifications: The qualifications listed are those which are most important to the performance of the duties mentioned. Their sequence is not an indication of the relative importance attached to them.

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 will be assessed at interview in the official language of their choice -- unless the post in question requires an excellent or very good knowledge of both languages in which case all candidates will be required at interview to demonstrate competency in the two languages.

Final selection: The final selection will be made on the basis of the qualifications, experience and core competences mentioned in the Vacancy Notice and in comparison with those of the other candidates. Unsuccessful candidates will be notified not later than one month after the appointment procedure has been completed.

How to apply: Those who wish to apply for this post should send a detailed Curriculum Vitae (indicating the vacancy reference number) to Human Resource Management, accompanied by supporting documentation, such as titles of publications and/or copies of diplomas, as appropriate. Other than employment history and educational background your CV must include your nationality, sex and birthdate.

November 1997