

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

UNCLASSIFIED

Paris, 28-Apr-1998

HUMAN RESOURCE MANAGEMENT

OLIS : 28-Apr-1998

HRM/VAC(98)30

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OFFICE CIRCULAR

INTERPRETER (GRADE L4) (HALF-TIME), CONFERENCE SERVICE, LINGUISTIC AND CONFERENCE SERVICE

Closing date for applications: 12 May 1998

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

Role

Under the supervision of the Head of Service, the post-holder's main responsibility will be to interpret at conferences of the Organisation.

Main Duties

1. Interpret consecutively or simultaneously in the two official languages of the Organisation (English and French) at high-level or very technical meetings. May also be required to interpret from German or Russian.
2. May take charge of a team of interpreters, organise their work and ensure that they receive the necessary documents.
3. Keep abreast of developments in the main areas of the Organisation's work and study the subject matter for discussion at specialist meetings.

Principal Qualifications and Core Competences

1. Perfect knowledge of the French, English and if possible German and/or Russian languages and culture. Knowledge of other languages would be an advantage.
2. University degree and/or diploma of a college of interpreters. Knowledge of the main fields in which the Organisation works.
3. At least five years' practical experience in conference interpreting.

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.

**OECD, Human Resource Management
2 rue André Pascal, 75775 Paris Cédex 16**

E-mail: personnel.contact@oecd.org

<http://www.oecd.org/hrm>

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 a 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