

**Paris, 12-May-1998**

**HUMAN RESOURCE MANAGEMENT**

**OLIS : 12-May-1998**

**HRM/VAC(98)39**

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## **OFFICE CIRCULAR**

### **PUBLIC INFORMATION AND SALES ASSISTANT (GRADE B4), OECD TOKYO CENTRE, PUBLIC AFFAIRS AND COMMUNICATIONS DIRECTORATE**

**Closing date for applications: 26 May 1998**

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

#### **Role**

Under the supervision of the Head and the Deputy Head of the OECD Tokyo Centre, the main responsibility of the post-holder will be to assist in public relations activities as well as sales activities related to both electronic and printed publications.

#### **Main Duties**

1. Assist the Centre Head in public relations activities, including in the preparation draft translations of English OECD information materials into Japanese for dissemination to Parliamentarians, Government officials, media and business communities. Assist in the drafting of special information materials designed for a Japanese audience. Manage the public relations database (MS Access); handle press relations, answering enquiries, etc.
2. As necessary, assist the Deputy Centre Head in sales promotion programmes: e.g. in developing, planning and conducting promotion activities for electronic and printed products. Assist in

3. translation from English into Japanese of promotion materials received from OECD Headquarters. Manage the direct marketing database.
4. Assist the Deputy Head of Centre in the implementation of the Japanese Translation and Publishing Programme. Liaise with OECD Headquarters (Public Affairs and Communications Directorate - PAC) and Japanese publishers as necessary.
5. Maintain and develop the Tokyo Centre's homepage to improve public relations activities in the Japanese region. Assist the Deputy Head of Centre in developing marketing activities through the Tokyo Centre's homepage and electronic media. Liaise with PAC Internet Unit as necessary.
6. Maintain and develop the LAN of the Tokyo Centre and communication systems between Tokyo and Headquarters. Liaise with PAC and ITN (Information, Technology and Network Services).
7. Handle other duties as assigned.

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

1. Post secondary education. Familiarity with economics, political science or other areas of OECD's activities would be an advantage.
2. Excellent knowledge of English and Japanese, preferably with experience in translating from English to Japanese.
3. Good knowledge of computer technology, in particular Windows 95/NT, MSOffice and Internet related softwares.
4. Team worker. Excellent communication skills; initiative and creativity.

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.

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**<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