

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

**UNCLASSIFIED**

**Paris, 30-Jun-1998**

**HUMAN RESOURCE MANAGEMENT**

**OLIS : 30-Jun-1998**

**HRM/VAC(98)54**

**Telephone : 01 45 24 14 44**

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## **OFFICE CIRCULAR**

### **INTERNET EDITOR (GRADE A2/A3), EDITORIAL POLICY AND PRODUCT DEVELOPMENT UNIT, PUBLIC AFFAIRS AND COMMUNICATIONS DIRECTORATE**

**Closing date for applications: 15 July 1998**

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

#### **Role**

Under the supervision of the Managing Editor in the Public Affairs and Communications Directorate, the main responsibility of the post-holder will be to act as a central point within the Organisation in dealing with editorial policy and communications strategy issues related to the Internet site of the OECD, in close collaboration with all actors involved.

#### **Main Duties**

1. Plan, develop and implement a comprehensive Internet communications strategy for the OECD. Work closely with Author directorates, Media Division, and the office of the Secretary-General to organise Internet communication plans for OECD activities, more particularly for horizontal activities.
2. Evaluate the OECD Web site in terms of content and presentations and formulate recommendations to optimise use of Internet for informing the public and promoting the OECD in general within the broad framework of the Organisation's communications policy.

3. Consider how the OECD can better provide information on its work and activities on the Internet (i.e. quality, quantity and timeliness of information available, links to other sites, on-line bookshop, special features, etc.).
4. Conceive information specifically suited to Internet use. This involves careful consideration and analysis of how information is used by Internet readers as well as anticipating their future needs.
5. Liaise with a small technical team within the Directorate and Information Technology Network Services (ITN).
6. Be aware of recent Internet developments and innovations to keep the OECD site on, the cutting edge of changes.
7. Work in liaison with the Media Relations Unit to develop a communication programme with the German language media.

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

1. University degree in economics or other appropriate subject. Good knowledge of new information technologies, in particular Internet.
  2. Experience in communications and/or economic journalism. Sound understanding of current events and contemporary socio-economic issues, in particular in the fields of activity of the Organisation.
  3. Very good communication and interpersonal skills; ability to establish effective and harmonious working relations with journalists and general public and staff within the Organisation.
  4. Very good knowledge of one of the two languages of the organisation (English and French) and good knowledge of the other. Ability to draft well in these two languages. Knowledge of German would be an advantage.
- 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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2 rue André Pascal, 75775 Paris Cédex 16**

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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