

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

**UNCLASSIFIED**

**Paris, 07-Jul-1998**

**HUMAN RESOURCE MANAGEMENT**

**OLIS : 06-Jul-1998**

**HRM/VAC(98)59**

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## **OFFICE CIRCULAR**

**DEPUTY HEAD OF CENTRE FOR PUBLIC AFFAIRS (GRADE A2/A3),  
OECD WASHINGTON CENTRE, PUBLIC AFFAIRS AND COMMUNICATIONS  
DIRECTORATE (PAC)**

**Closing date for applications: 4 August 1998**

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

### **Role**

The post is located in the OECD Washington Centre of the Public Affairs and Communications Directorate and the post holder reports to the Head of Centre. The main responsibility of the post holder will be to develop outreach efforts to the Congress, the business community, Non-Governmental Organisations (NGOs) and the press.

### **Main Duties**

1. Identify and maintain contact with key Members of Congress and their staffs, and, as necessary and appropriate, personnel in U.S. government agencies involved with and working on policy issues handled in the OECD work program. Also identify and maintain contacts with key business, press, trade association, and NGO leaders.
2. Maintain mailing lists of Congressional, NGO, business, and press contacts and inform them in an ongoing way of the activities of the Organisation in a wide variety of areas, using such products as the OECD Observer or other newsletters or similar publications. Assist in the preparation of any other materials to be provided to the target audiences.

3. Identify opportunities and venues for roundtable discussions, speeches, media appearances, etc., for senior OECD officials and Centre personnel to discuss issues of interest to members of Congress and Parliament, their staff, and key private sector interest groups. Help organise such events, including events in the Centre using videoconferencing capabilities.

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

1. Advanced university degree in a relevant discipline and several years relevant experience. Policy background in issues dealt with in OECD programs would be an advantage.
  2. Extensive experience working with the Congress, its Committees, and their staffs as well as with the U.S. Government agencies involved with the OECD.
  3. Ability to be a dynamic representative for the OECD, its products and programs, and ability to identify opportunities to increase the visibility of the Organisation and its relevance to key actors and decision-makers.
  4. Ability to plan, co-ordinate and supervise projects. Ability to work under pressure, meet deadlines and deliver results. Very good communication and interpersonal skills.
  5. Excellent knowledge of one of the two official languages of the Organisation (English and French) and ability to draft very well in that language; knowledge of the other.
- 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**

**E-mail: [personnel.contact@oecd.org](mailto: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