

Paris, 11-Aug-1998

HUMAN RESOURCE MANAGEMENT

OLIS : 11-Aug-1998

HRM/VAC(98)66

Telephone : 01 45 24 14.44

Telefax : 01 45 24 79 11

OFFICE CIRCULAR

HEAD OF THE REFERENCE AND TERMINOLOGY UNIT (GRADE L3), TRANSLATION DIVISION, LINGUISTIC AND CONFERENCE SERVICE

Closing date for applications: 8 September 1998

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

Role

Under the supervision of the Head of Division or his Deputy, the main responsibility of the post-holder is to manage the Reference and Terminology Unit and, within the Unit, all computer-based tools and new software applications designed to facilitate the work of the translators.

Main Duties

1. Manage, plan and oversee the work of staff in the Reference and Terminology Unit (six B-grade officials).
2. Supervise the terminological, documentary and textual databases administered by the Unit, ensure their development and maintenance, update and input information to databases, verify the quality of database contents. Manage the applications that have been put in place to allow translators to access such data.
3. Introduce new applications to facilitate the work of the Division, i.e. installation, development, management and maintenance of translation-aid software, Intranet applications, etc.

4. Develop and update the Division's Intranet site.
5. Carry out terminology searches in response to requests from translators and to assist in the compilation of glossaries.
6. Liaise with the terminology and documentation services of other international organisations.
7. Act as the Division's computer liaison officer (*correspondant informatique*), working, when necessary, in collaboration with another member of the Division.

Principal Qualifications and Core Competences

1. Advanced university degree including instruction in computer applications relating to translation (computerised terminology management, machine-assisted translation, IT applications for documentation management systems, etc.).
2. Several years' experience in the areas of terminology, translation or documentation.
3. Thorough grounding in computer science; practical experience of one or more software applications for the management of language and translation-aid databases; familiarity with the methods used to disseminate information over networks (website design and management, search engines, etc.).
4. Ability to manage a team, to interact effectively with translators and to work under pressure.
5. Perfect knowledge of one of the Organisation's two official languages (English and French), and excellent knowledge of the other; knowledge of other languages 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.

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.