

**Paris, 20-Oct-1998**

**HUMAN RESOURCE MANAGEMENT**

**OLIS : 21-Oct-1998**

**HRM/VAC(98)79**

**Telephone : 01 45 24 14 44**

**Telefax : 01 45 24 79 11**

## **OFFICE CIRCULAR**

### **HEAD OF OECD TOKYO CENTRE (GRADE A5), PUBLIC AFFAIRS AND COMMUNICATIONS DIRECTORATE.**

**Closing date for applications: 19 November 1998**

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

#### **Main Duties**

Under the supervision of the Director of Public Affairs and Communications, the post-holder will be required to:

1. Assume responsibility for the overall direction of the Centre, whose activities include:
  - a) commercial activities, such as marketing, invoicing, handling and shipping of OECD publications, developing contractual relationships with distributors, booksellers, publishers and librarians; enlarging the dissemination of OECD publications ;
  - b) information activities, such as establishing close contacts with government officials and media representatives; promoting interest in the Organisation's work; arranging press conferences, briefings and interviews for visiting OECD officials.
2. Direct and supervise the personnel of the Centre.
3. Prepare the Centre's programme of work and budget and decide the implementation of the programme in order to fulfil the Centre's objectives and to conform with the Organisation's policy. Advise the Director of PAC on any matters related to the Directorate's operations.

4. Report regularly on sales, marketing, and information activities, and on budgetary and accounting activities.

**Principal Qualifications and Core Competences**

1. University degree, preferably in business administration, economics or related fields.
2. Minimum 10 years' experience in the field of information dissemination and working with the press or the book trade.
3. Ability to represent the Organisation and to discuss its main activities and its publications with booksellers, librarians, academics, journalists, government officials and experts working in the Organisation's fields of interest.
4. Proven ability to manage a team of staff and to manage a budget.
5. Excellent oral expression in English and Japanese; very good drafting ability in English and knowledge of French.

**OECD, Human Resource Management  
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