

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

UNCLASSIFIED

Paris, 09-Mar-99

HUMAN RESOURCE MANAGEMENT

OLIS : 09-Mar-1999

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OFFICE CIRCULAR

**HEAD OF OECD MEXICO CENTRE (GRADE A2/A3),
PUBLIC AFFAIRS AND COMMUNICATIONS DIRECTORATE**

Closing date for applications: 8 april 1999

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

Role

Under the supervision of the, Public Affairs and Communications Director (PAC), based in Paris, the main responsibilities of the post-holder are to manage and conduct publications sales and the public affairs function of the Centre in Mexico and Latin America.

Main Duties

1. Develop marketing strategies to increase the Centre's audience and sales in Mexico and in other Latin American countries, and manage and co-ordinate the efforts and activities of the various Centre departments, including marketing and promotion, fulfilment/order processing/accounts receivable, shipping/receiving/inventory control, administration, and information. Monitor activities in each of these areas, set goals and make improvements in operations. Liaise with the Head of Marketing at the headquarters in Paris when necessary.
2. Keep interested elements of the Mexican government informed of the activities of the Centre. Follow and report on the coverage of OECD in the Mexican press. Respond to inquiries from the press and public. Provide information about OECD to the private section and non-governmental organisations. Conduct meetings and seminars on OECD work, taking advantage of the presence in Mexico of Secretariat officials.

3. Draw up the annual budget of the Centre and manage and co-ordinate its subsequent execution. Manage financial interactions with the Budget and Finance Service (FIN) and be responsible for monthly reporting to FIN. Supervise the banking and financial activities of the Centre, and negotiate the best terms possible regarding interest paid on OECD deposits and fees charged for various banking services, including credit card services.
4. Handle personnel matters, including relations with Human Resource Management in Paris, home leave, annual leave, medical insurance, vacancy procedures, annual reviews, travel authorisations, working conditions, etc.
5. Handle various administrative details, including relations with the owner of the premises, insurance and bond coverage, telephone and other communications services, management of purchases for OECD libraries etc. Seek ways to improve and make more efficient the Centre's operations and manage operations with a view to maximising sales and efficiency.
6. Handle the purchase of materials, equipment and services used by the Centre, including finding and evaluating vendors, selecting materials, and arranging purchases in collaboration with Paris headquarters when appropriate.
7. In co-operation with the Third Languages Publications programme managers in PAC, manage the translation into Spanish of selected OECD publications.
8. Plan and manage the computerisation of the Centre; in collaboration with the Paris system manager, integrate new applications into the existing system; if necessary, negotiate with the programme supplier on price and design of new applications.
9. Handle requests from clients, journalists and all other persons or institutes, for technical economic information or OECD background, the work of the OECD and its publications. Prepare announcements concerning new publications and distribute them to the press, and generally work to raise the profile of OECD publications in Mexican media. Scan major daily papers and send clips of interest to headquarters.
10. Conduct sales promotion missions and from time to time represent the Centre at convention exhibits, meetings, social events, and other activities. Address groups on the OECD's publications and activities.
11. Keep abreast of the main national and regional issues in the fields of economics, development and social affairs in order to create flexible strategies of promotion which can respond to local needs.
12. Carry out other related duties as assigned.

Principal Qualifications and Core Competencies

1. University degree in business administration specialised in marketing
2. At least three years' experience in the promotion and sale of publications in Mexico. Experience in dealing with the media would be desirable.
3. Good knowledge of the OECD and its work.

4. Sound knowledge of the techniques of direct marketing and personnel administration, and of budget and finance questions.
 5. Ability to manage personnel and projects, demonstrating tact and diplomacy in contacts with professors, government officials, researchers and librarians seeking information on OECD activities.
 6. Very good knowledge of one of the two official languages of the Organisation (English and French); excellent knowledge of Spanish. Ability to draft in these languages.
- 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.

November 1997