

**Paris, 30-Mar-99**

**HUMAN RESOURCE MANAGEMENT**

**OLIS : 07-Apr-1999**

**HRM/VAC(99)19**

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## **OFFICE CIRCULAR**

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

**Closing date for applications: 29 April 1999**

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

#### **Role**

Under the supervision of the Head of the Editorial Policy Unit (Grade A4), the post-holder will strive to improve the quality of OECD publications, streamline and build on the current publications catalogue in close collaboration with authors. The post-holder will be expected to develop new products and exercise initiative and creativity in working with OECD authors to make the most of their publications.

#### **Main Duties**

1. Play an instrumental part in establishing a complete and coherent publications catalogue each year, maintain working relationships with Directors and authors, to determine the importance of each project or message. This will also require work with all parts of the Public Affairs and Communications Directorate to develop plans for releasing OECD information.
2. Identify and evaluate the flagship publications at the OECD and work closely with authors in making significant editorial improvements in those products.
3. Develop new publications or electronic editions to help the OECD effectively convey its areas of expertise and improve its visibility and influence in the public debate. Find and implement new editorial ideas in line with developments in international STM publishing, in particular in multimedia and electronic publishing in general. Keep abreast of developments in the information industry and be aware of contemporary economic and social issues.

4. Plan the editorial strategy for several product lines and follow every phase of the process from conception to publication for: free documents and publications on sale, paper and electronic products, series and compilations, published by OECD or by partner houses, and translations, etc.
5. Analyse sales results and evaluate the relative success of editorial changes, where possible. Review titles in terms of reader interest and sales potential in order to assist in determining the publications programme.

### **Principal Qualifications**

1. University degree in communications or journalism, with solid background in economics, or economics.
  2. Minimum three to five years' editorial experience in international publishing, and knowledge of the many facets of scientific, technical and academic publishing. Thorough knowledge of the technical aspects of production and related costs, i.e. the steps involved in printing, producing electronic products and making information available online. Some knowledge of subsidiary rights and copyright issues in general desired.
  3. Proven negotiation skills in contacts both with colleagues and external partners. Sense of diplomacy and tact. Flexibility and proven ability to work under pressure.
  4. Demonstrated ability to supervise, assume responsibility, organise projects and co-ordinate varied activities under time constraints. Proven capacity to work and co-operate effectively in a multinational team.
  5. Proven experience in budget management.
  6. Excellent knowledge of one of the two official languages of the Organisation (English and French) and good knowledge of the other. Other language skills would be an advantage.
- NB. 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