

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

UNCLASSIFIED

Paris, 08-Apr-99

HUMAN RESOURCE MANAGEMENT

OLIS : 08-Apr-1999

HRM/VAC(99)21

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Cancels and replaces the note HRM/VAC(99)21 dated 07-Apr-1999

OFFICE CIRCULAR

**HEAD OF PUBLICATIONS DIVISION (GRADE A5),
PUBLIC AFFAIRS AND COMMUNICATIONS DIRECTORATE**

Closing date for applications: 30 April 1999

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

Role

Under the supervision of the Director for the Public Affairs and Communications Directorate, the post-holder will co-ordinate the management of OECD publications.

Main Duties

1. Advise the Director on all aspects of publishing policy.
2. Implement the global publishing strategy with special emphasis on improving marketing and sales.
3. Be a key member of the PAC management team.
4. Manage the four Publications Units (Edition, Marketing, Production and Fulfillment) and ensure their smooth co-ordination and functioning.
5. Develop the role and co-ordinate the publishing operations of the Centres.
6. Spearhead the development of commercial partnerships for OECD publications.

7. Develop the commercial network of distribution.
8. Develop the Third Language Programme.
9. Set targets and goals for technological modernisation and up dating.

Principal Qualifications and Core Competencies

1. Advanced university degree in marketing, communications or journalism.
2. Minimum 15 years' extensive publishing and business experience at top management level, in particular of the financial and commercial aspects of the publishing business. Possession of an established network of international publishing and business contacts for the development of co-operation partnerships.
3. Excellent knowledge of the changes underway in the communications world and the publishing sector combined with extensive experience in the modernisation of structures.
4. A strategic sense, especially concerning the role of the Organisation in a changing world. A keen understanding and vision of the role of the Organisation as a publisher.
5. Excellent skills in target setting and people management, especially in the co-ordination and motivation of sizeable teams in a multicultural environment.
6. Excellent knowledge of the Organisation's two official languages (English and French) and the ability to draft to a high standard in one of them. Good knowledge of the other. Another language would be an asset.

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