

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

UNCLASSIFIED

Paris, 13-Apr-99

HUMAN RESOURCE MANAGEMENT

OLIS : 13-Apr-1999

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OFFICE CIRCULAR

**PRESS OFFICER (GRADE B5), PUBLIC INFORMATION OFFICE,
OFFICE OF THE EXECUTIVE DIRECTOR,
INTERNATIONAL ENERGY AGENCY**

Closing date for applications: 14 May 1999

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

Role

Under the supervision of the Public Affairs Advisor (A5), the post-holder will maintain the flow of newsworthy information from the IEA to energy and general interest media, thereby increasing media coverage of the Agency and promoting a consistent, clear image of the IEA and its work. He/she participates in promoting the IEA and its publications and ensures presentation of the IEA exhibition stand at key energy conferences. He/she also co-operates with staff in preparing public information on energy issues.

Main Duties

1. Work closely with the Public Affairs Advisor in promoting the International Energy Agency and its objectives with special attention to concept, presentation and production of information for journalists; handle requests by the media and the public; exercise the authority of the Public Affairs Advisor in her/his absence.

2. Assist the Public Affairs Advisor with major events by playing an active role in the planning and implementation of media strategies to ensure adequate coverage of IEA policies and activities; organise briefings and interviews with senior IEA staff; organise and supervise group visits to the IEA. With the supervision of the Public Affairs Advisor, formulate press statements to announce IEA events and publications or to react to other IEA-related developments.
3. Produce the daily “Energy Press Review” to keep the Executive Director, IEA staff and Member delegations informed on media developments, press activities and world energy and environmental news; review and analyse information from two wire services and 10 newspapers and make a selection for the review; write a news highlight page and executive summaries of some articles.
4. Maintain good working relationships with energy press/media and other public and commercial groups interested in the energy sector and the IEA staff/experts; keep her/himself informed about IEA developments; maintain good working relations with OECD staff in the communications division and marketing division.
5. Write summaries and publicity material to promote IEA policies and publications: draft speeches and newspaper articles for the Executive Director and other senior staff: produce the IEA Annual Activities Report; promote the IEA and its products by ensuring presentation of the IEA exhibition stand at energy conferences; keep the stand in proper shape and update display information as required.
6. Monitor the distribution of special versions of the Oil Market Report, Country Reports and other IEA publications to journalists, supervise the maintenance of different mailing lists.
7. Work with the Legal Office on copyright issues for IEA publications.

Principal Qualifications and Core Competences

1. University degree in journalism or communications.
2. Experience in public relations, either with government, business or in the media.
3. Some knowledge of economics and energy with the ability to develop quickly a comprehensive knowledge about the Agency’s work, both technically and politically.
4. Strong communication and interpersonal skills and ability to establish and maintain harmonious and effective working relations with both international media contacts and IEA senior staff with different cultural backgrounds.
5. Excellent news judgement; organisational ability; knowledge of computer-based wire service retrieval systems and their integration into daily work process.
6. Excellent knowledge of and proven writing ability in English. Demonstrated capacity to produce excellent written work under strenuous deadline pressure. Very good knowledge of French. Working 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.

November 1997