

Paris, 13-Apr-99

HUMAN RESOURCE MANAGEMENT

OLIS : 13-Apr-1999

HRM/VAC(99)23

Telephone : 01 45 24 14 44

Telefax : 01 45 24 79 11

OFFICE CIRCULAR

LIBRARIAN (GRADE A2/A3), 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, the main responsibilities of the post-holder will be to maintain and improve the IEA Library. Oversee the Agency's internal and external Internet sites.

Main Duties

1. Manage and maintain library collections; catalogue library material using OCLC "On line Computer Library Center"; manage other library databases including their regular update and maintenance, in close consultation with users of the IEA.
2. Oversee the operation and frequent updating of the IEA web site, both internal and external.
3. Co-ordinate the introduction of new documentary technologies with the IEA Information Systems Division.
4. Direct and assist in library research for members of the Agency and ensure access to information required by on-line database searches.

5. Manage the Library Budget including providing regular estimates of expenditure and liaising with users to assess needs.
6. Supervise the cataloguing of documents and the flow of circulation of library material carried out by two assistants, and ensure information of available material to Agency Staff.
7. Participate in and contribute to ongoing training of the Library staff.

Principal Qualifications and Core Competences

1. University degree in library science or documentation.
2. Excellent training and at least 5 years' practical experience with library work using modern technologies..
2. Extensive computer skills. The ability to supervise and provide updating for both internal and external web sites.
3. Experience in library management. Very good knowledge of international bibliographical standards and cataloguing methods. Competence and experience in on-line documentary research.
4. Familiarity with energy terminology would be an advantage.
5. Good interpersonal and communication skills. Ability to supervise support staff.
6. Very good knowledge of the two official languages of the Organisation (English and French). Knowledge of other languages would be an advantage.

N.B. This vacancy arises from a restructuring of the Public Information Office. The official currently carrying out these functions will be a candidate.

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