

**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

**PUBLICATIONS 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 of the IEA, the main purpose of the job is to take technical responsibility for turning documents into marketable books.

Main Duties

1. Manage the technical production of IEA publications: design, typographical preparation, layout, photocomposition, film production, printing and finishing.
2. Develop standards and procedures for technical aspects of publications: typographical adaptation of manuscripts in electronic form or in hard copy (page layout and formatting of texts, tables, diagrams, graphics, maps), preparation of dummies, final page make-up and verification of the quality of the entire document/publication.
3. Supervise design of covers for publications and plan for their timely realisation.

4. Prepare production files for printing, keeping in touch with outside printers and the OECD Public Affairs and Communications Directorate, ensure timely follow-up on publication schedules, exercise technical quality control throughout the process.
5. Organise meetings with author division on production of publications and represent the Publications Unit at such meetings.
6. Seek out and test new printers for the production of IEA books.
7. Anticipate technical developments and adapt accordingly in order to produce better and cheaper publications.
8. Monitor and manage production costs. Maintain contacts with the OECD Public Affairs and Communications Directorate, the Financial Times and other marketing agents.
9. Prepare for approval the annual publications programme and budget. Draw up and supervise the publishing schedules in consultation with the public relations office and IEA Directors. Ensure that these schedules are respected and resolve possible differences.
10. Supervise directly one Publications Production Assistant (B4) and manage contracts with other service providers.
11. Prepare international calls for tender and organise competitive bids by suppliers to provide the best possible quality/price ratio for IEA publications.

Principal Qualifications and Core Competences

1. Good general secondary level of education. Additional qualifications from a college specialising in graphic arts.
2. At least five years' experience working in publishing and/or printing.
3. A complete understanding of theory and practices of the different technical stages in the production of a book.
4. Experience in managing a small technical team in a multicultural environment would be an advantage. Ability to establish and maintain a good team relationship with the Publications Production assistant (B4) as well as with a variety of other internal and external contacts at all levels.
5. Demonstrated organisational ability to carry out numerous jobs within tight deadlines. Ability to work under pressure.
6. Good communication and negotiation skills; assertiveness combined with tactical flexibility.
7. Excellent knowledge of the two official languages of the Organisation (English and French) in general, and of technical vocabulary in particular.

- 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