

**Paris, 13-Apr-99**

**HUMAN RESOURCE MANAGEMENT**

**OLIS : 13-Apr-1999**

**HRM/VAC(99)25**

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## **OFFICE CIRCULAR**

### **PUBLICATIONS PRODUCTION ASSISTANT (GRADE B4), 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**

The post is located in the Public Information Office of the IEA and reports to the Publications Officer (B5). The main purpose of the job is to assist in the technical production of IEA publications.

#### **Main Duties**

1. Follow-up of the technical production of IEA publications: design, typographical preparation, layout, photocomposition, checking of proofs, film production, printing and finishing.
2. Co-ordination of the various steps in the graphical production process:
  - launch and follow through the administrative process in collaboration with the OECD Public Affairs and Communications Directorate;
  - prepare technical files for outside printers;
  - organise and participate in meetings with designers and authors on the design of book covers and the realisation of these covers as part of the printing process;
  - organise schedules of different books in preparation and production; guarantee the timely delivery and quality control of final product.

3. Layout and production of IEA 'flyers'.
4. Assist in the preparation of the annual publications budget: calculation or verification of figures, construction and maintenance of spreadsheet and the regular updating of data.

**Principal Qualifications and Core Competences**

1. Good general secondary level of education, preferably post-secondary. Studies in a graphic arts school.
  2. At least three years' experience working in graphic design, publishing and printing.
  3. An understanding of the different processes of book production and graphical design.
  4. Good organisational skills in order to co-ordinate the various actors and elements necessary to accomplish the IEA's publication programme. Ability to Juggle between the numerous dossiers in preparation or in production and anticipate the different kinds of problems that may occur at each stage.
  5. Strong communication skills and ability to liaise effectively with a wide variety of "interlocutors". Experience in a multicultural environment would be an advantage. Demonstrated ability to manage a heavy workload under severe time and resource constraints.
  6. Ability to set up and maintain a harmonious and effective working relationship with the Publications Programme assistant (B5) and willingness to replace the B5 during his or her absence. Flexibility to share work with the B5, particularly as deadline pressures require.
  7. Excellent knowledge of one of the two official languages of the Organisation (English and French) and good knowledge of the other.
- 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