

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

UNCLASSIFIED

Paris, 10-Aug-1999

HUMAN RESOURCE MANAGEMENT

OLIS : 11-Aug-1999

HRM/VAC(99)54

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OFFICE CIRCULAR

Cancels and Replaces HRM/VAC(98)54 dated 10-Aug-99

**ASSISTANT (SPECIALISED IN COMPUTERISED DOCUMENTATION) (GRADE B3),
DOCUMENTATION RESOURCES DIVISION
OPERATIONS SERVICE (OPS)**

Closing date for applications: 23 September 1999

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

Role

The post is assigned to the Documentation and Information Centre (CDI) of the Documentation Resources Division. The CDI provides a service of specialised information to OECD staff. Under the supervision of the head of the CDI, the principal task of the post-holder will be to contribute to the development of electronic services offered to clients. The post-holder will also participate in the collective tasks of the CDI.

Main Duties

1. Receive and assist clients in the CDI Reference Room. In particular:
 - assist readers with the formulation of their requests for documentary research,
 - guide readers with the formulation of their requests for bibliographic search on the online CDI catalogue which contains references on: titles, periodicals, a selection of catalogued Internet sites, periodicals' tables of contents, complete texts of Working Papers,
 - assist users with access to data stored on CD-ROM in the CDI and with access to external data bases; if necessary, train users in the use of research software,
 - guide readers on using the Reference Room, explain the layout and titles available,

- based on reader requests, the provision of titles in stock, loans and, if necessary, the research of books, articles or documents requested and inter-library loans.
2. Participate in the development and management of the CDI Intranet site so that it is state-of-the-art and that it corresponds to user needs. Propose ideas to enhance the CDI site.
 3. Search for references using Internet, CD-ROMs, reference manuals, and automated systems (UnCover, Dialog, Blaise etc.). If necessary, request inter-library loans.
 4. Keep abreast of technological developments in the field concerned in order to develop research aids for clients and to anticipate future staff needs of the Organisation. Actively participate in internal coordination meetings.
 5. Participate in the cataloguing of monographs in line with CDI standards (CAN-MARC), Macrothesaurus for indexing and Multilis software. Participate in the check-in of periodicals.
 6. Carry out other tasks as required.

Principal Qualifications and Core Competencies

1. Good level of secondary education. A degree or diploma in librarianship, information sciences or documentation combined with experience and specialisation in computer systems would be a distinct advantage.
 2. Experience of at least three years in a reference service belonging to a special library or documentation centre. Experience acquired in an electronic (or virtual library) would be an advantage.
 3. Experience in documentation research using research tools (Internet, CD-ROMs, databases) and experience in using an automated library management system.
 4. Very good knowledge of Internet search engines. Experience in the management of an Internet/Intranet site and knowledge of HTML.
 5. Very good organisational and interpersonal skills. Team spirit and client-oriented approach are indispensable. Ability to innovate and communicate effectively. Ability to work in a multi-cultural environment. Qualities of persistence, judgement and tact.
 6. Very good knowledge and practice (spoken and written) of the two official languages of the Organisation (English and French). 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 nationals of Member countries only. External candidates must be less than 65 years old at the time of appointment. We encourage applications from female candidates.

Principal Qualifications and Core Competencies: The qualifications and core competencies listed are those which are most important to the performance of the duties mentioned. Since the criteria outlined in the job description are strictly applied, only candidates meeting the requirements of the post should apply.

Closing date: Applications must be submitted by this date. Applications received after this date will be considered on a very exceptional basis only.

How to apply: (applications *must* include the vacancy reference number, nationality, sex, and date of birth)
Choose *one* of the following methods only:

1. Recruitment information and online application form available from our web-site; or
2. Email your CV, cover letter and any supporting documentation*; or
3. Fax or send your detailed CV to Human Resource Management, accompanied by any supporting documentation*.

* E.g. list of publications where appropriate. NB. Copies of diplomas, qualifications etc are *not* required at this stage.

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, i.e. English or French, will be assessed at interview in either language of their choice – unless the post in question requires an excellent or very good knowledge of both English and French in which case all candidates will be required at interview to demonstrate competency in both.

Not-shortlisted candidates: The Organisation regrets that due to the large number of applications received, candidates who are not shortlisted for either interviews or tests will not be contacted.

Final selection: The final selection will be made on the basis of the qualifications, experience and core competencies mentioned in the Vacancy Notice and in comparison with those of the other candidates. Shortlisted candidates will be informed by telephone as quickly as possible of the outcome of their interview and will subsequently receive written confirmation of this from OECD Human Resource Management.

Duration of appointment: All appointments are for a fixed term, usually for two or three years, with the possibility of renewal.

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 the place of work is Paris. 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.