OFFICE CIRCULAR

HEAD OF SECURITY SERVICE (GRADE A4)
DIRECTORATE FOR GENERAL ADMINISTRATION AND PERSONNEL

Closing date for applications: 31 January 1992

Duties:

Under the authority of the Director of General Administration and Personnel and his Deputy, the holder of this post will be responsible for the Security Service, which involves the following:

1. Study all questions relating to the protection of OECD personnel, information and property; analyse the risks and submit recommendations for definition of the Organisation’s security policy; draw up guidelines, instructions, manuals and procedures and determine what technical arrangements need to be applied in order to ensure that the security policy approved by the Secretary-General is strictly enforced.
Responsible, in particular, in this field for:

- defining measures for the effective control of the entry and movement of visitors within OECD offices;
- controlling the issue of entry passes;
- liaising with the host country authorities responsible for security;
- drawing up the budget and recommending the purchase and installation of technical equipment.

2. Plan, direct and supervise the activities of the Internal Security Service. Decide on the special security measures to be taken for high-level meetings and ensure that they are correctly implemented. Intervene in the event of a serious incident, decide on the emergency measures which need to be taken and collaborate, as necessary, with the local authorities.

3. Plan, direct and supervise the Fire Security activities.

4. Make proposals regarding the recruitment of new staff, ensure that training is provided for the staff of the Internal Security and Fire Security.

5. May be requested to assist the Delegations in order to solve security problems.

Principal Qualifications:

1. University degree, preferably in law.

2. Several years’ professional experience acquired at a high level of responsibility in the security department of a national administration or of an international organisation.

3. Extensive knowledge and experience of techniques used in the area of security.

4. Demonstrated ability to analyse complex situations and to draw up practical recommendations. Experience in the drafting of clear, precise and concise procedures and instructions.
5. Ability to organise and supervise the work of a team of security officers. Ability to negotiate and deal with complex questions at all levels.

6. Very good knowledge of both English and French. Ability to draft and to speak in one of these two languages.