OFFICE CIRCULAR

ASSISTANT DOCUMENTALIST (GRADE B4) IN THE DOCUMENTATION CENTRE OF THE EUROPEAN CONFERENCE OF MINISTERS OF TRANSPORT

Closing date for applications: 22 June 1992

Duties:

Under the responsibility of the Head of the Documentation Centre, the main activities are:

1. On-line bibliographic information retrieval from ECMT files and the databases on international host computers. Checking the relevance of the answers to be provided for research and government bodies requesting information.

2. Checking the various files and databases managed by the ECMT Documentation Centre for compliance with documentation standards and taking part in on-line data input.
3. Ensuring the material preparation of international meetings for correspondents, drawing up and circulating working papers.

4. Taking part in international meetings of documentalists, providing the required information on the system concerned, taking part in continuing training for delegates.

5. Managing the ECMT library’s orders for works and periodicals. Checking and settling invoices with the help of a computerised system. Handling all routine correspondence for the Documentation Centre.

Principal qualifications:

1. A technical qualification in documentation or equivalent experience preferably acquired in a computerised documentation service.

2. Basic knowledge of computers to be able to work on both ECMT and OECD systems. Knowledge of WORDPERFECT word-processing and MISIS software would be an advantage.

3. An organised and methodical approach to work, team spirit, ability to take initiatives and a capacity for public relations work.

4. Very good knowledge of one of the OECD’s official languages and good knowledge of the other. Knowledge of German would be an asset.