OFFICE CIRCULAR

PRINCIPAL ASSISTANT (GRADE B5), EDITORIAL SECTION, PUBLICATIONS SERVICE

Closing date for applications: 9 September 1993

Duties:

• Under the supervision of the Head of Section, the holder of the post will:

1. Assist the Head of Section in establishing a publications programme which, by its quality and coverage, reflects the work of the OECD and respects the publishing policy of the Organisation. Propose new editorial products that answer to public demand.

2. Assess the quality of texts proposed for publication. Provide editorial guidance and advice to author Directorates (assessment, drafting advice and editing). Recommend whether a text should be issued as a priced publication, a free document, or withdrawn from the publications programme. Identify, among the material produced by author Directorates, potential publications and books that merit particular promotion.
3. Manage, in close collaboration with author Directorates and with the Publications Service, the flow of publications at the pre-production stage.

4. Draft cover texts for future publications, evaluations of forthcoming publications, general information texts on the activities of the OECD, and other texts as appropriate.

5. Prepare the Annual Report of the OECD. Set up the annual list of publications (printed, electronic and general distribution documents).

6. Participate, as appropriate, in other activities of the Section (copyright, co-editions, co-productions, etc.).

Principal qualifications:

1. Post-secondary education, preferably to university level.

2. Several years’ experience in scientific and technical publishing.

3. Excellent drafting skills in English and good drafting ability in French.

4. Good knowledge of current social and economic issues. Knowledge of the procedures and the work of the OECD would be an advantage.

5. Proven ability to take initiatives, to work with a minimum of supervision and in a team, often under pressure.

6. Ability to work harmoniously with colleagues at all levels of the Organisation.

N.B. A written examination will be organised for this post.