OFFICE CIRCULAR

HEAD OF SECURITY UNIT (GRADE B5), SECURITY SERVICE, DIRECTORATE FOR GENERAL ADMINISTRATION AND PERSONNEL

Closing date for applications:  21 July 1995

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

Duties

Under the direction of the Head of the Security Service, the post-holder will be required to:

1. Direct and supervise the Security Unit and plan the group’s activities.

2. Take the necessary measures to guarantee the protection of the Organisation’s staff and property. Carry out all ensuing enquiries.

3. Act as the Security Service’s Administrative Officer.
4. Assist the Head of the Service in the preparation of high-level or confidential meetings. Replace him in case of absence.

5. Maintain outside contacts with the host country’s administrative services, in particular at operational level.

**Principal qualifications**

1. Very good general education to secondary level.

2. Wide experience in the security field acquired in an international organisation or in a government body. Excellent knowledge of the Organisation and its security instructions would be advantage.

3. Proven ability to manage large numbers of security staff. Sense of responsibility and initiative. Ability to stay calm and exercise judgement and authority.

4. Ability to draft reports for internal or external purposes using office computer equipment.

5. Tact, discretion, orderly and methodical approach to work.

6. Excellent knowledge of one the Organisation’s two official languages (English and French) and good knowledge of the other.

7. Experience in training staff on information technology, particularly for the use of office automation and report drafting, is desirable.

N.B. The incumbent may be required to work outside normal office hours and if necessary at weekends and on public holidays.

The post may be filled 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.