OFFICE CIRCULAR

PRINCIPAL ADMINISTRATOR (GRADE A4), EDITORIAL AND RIGHTS SECTION, PUBLICATIONS SERVICE

Closing date for applications: 28 February 1995

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

Duties

Under the general supervision of the Head of the Publications Service, the post-holder will be responsible for the implementation of the editorial policy of the OECD, for foreign rights management, and for the development of the Third Languages Publications Programme, in collaboration with the other divisions of the Service and with the directorates and services of the Organisation. S/he will be required to:

1. Ensure that the publications programme represents a balanced reflection of the work of the Organisation. Provide expertise on means to improve OECD publications and the public image of the Organisation. Foster new editorial products, taking into account market trends in the publishing industry and emerging new electronic products.
2. Direct and supervise the overall editorial policy of the Organisation to ensure that the criteria for quality are fully respected, notably by establishing guidelines. Ensure that editorial assistance is provided to author-directorates.

3. Implement, direct and supervise the editorial part of the promotion of OECD publications as well as a programme of general interest brochures covering the Organisation’s activities.


5. Supervise the daily management of authorisations for the derestriction of publications and documents.

6. Direct and supervise the policy and daily management of foreign rights (co-editions, co-productions, translations, authorisations for reproduction) according to OECD practices and to internationally applied rules. Ensure that this contributes actively to the efficient promotion of OECD work and publications. Negotiate contracts and letters of agreement.

7. Direct and supervise the development of the Third Languages Publications Programme, of which the aim is to make available OECD flagship books, notably in German, Italian, Japanese, Spanish, Russian and Chinese (approximately 40 per year), and thereby increase the visibility of the Organisation’s work.

8. Implement other projects, as necessary.

Principal qualifications

1. Advanced university degree.

2. Excellent knowledge of the work of the Organisation and of its administrative and budgetary procedures.

3. Excellent knowledge and experience of the publishing industry. Very good knowledge of the various aspects of publishing technology and of its likely development. Excellent knowledge of copyright and and intellectual property rules. Good knowledge of the market.

4. Proven ability to take responsibility, to organise projects and to co-ordinate different activities with strict deadlines, and to supervise the work of a team.

5. Proven ability to communicate and to collaborate efficiently within and outside the Organisation, at all levels. Excellent negotiating skills.
6. Great flexibility and ability to work under pressure.

7. Excellent knowledge of and excellent drafting ability in one of the two official languages of the Organisation (English and French); good knowledge of the other. Knowledge of other languages would be an advantage.

N.B. 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.