OFFICE CIRCULAR

PRINCIPAL ADMINISTRATOR (GRADE A4), RADIO-TV SECTION, COMMUNICATIONS DIVISION, GENERAL SECRETARIAT

Closing date for applications: 30 January 1996

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

Duties

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

1. Develop and execute strategies to improve the visibility of the OECD through the use of audio-visual tools and media; participate in the planning and execution of broader public affairs projects.

2. Establish and maintain contact with journalists, producers and managers of electronic media organisations in order to encourage and facilitate coverage of OECD activities; provide accurate, complete, informed and timely responses to queries from journalists of the electronic, and when necessary, the print media; maintain records of such queries and make necessary arrangements for technical (studio/camera/editing/feeding) facilities in response to interview requests.

3. Keep abreast, through regular contact with the Head of Division and the Private Office as well as with directorates, of current and planned OECD activities and publications; oversee the publication of a regular listing of these activities and publications for distribution to journalists and delegations ("Upcoming"/"En Bref").

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4. Oversee the management of OECD studios and equipment, planning use of facilities for in-house audio and television productions as well as for broadcast journalists covering OECD stories; ensuring that studios are maintained and equipped to reflect the constant development of industry sound and video standards, while at the same time respecting budget constraints.

5. Report and produce, or oversee the reporting and production of, radio and television reports about OECD activities which are distributed for broadcast by media organisations; oversee the collection, cataloguing and distribution of video material which will support these reports and which will also be offered to television journalists in support of their stories about OECD; oversee the production and updating of video material for presentation of the OECD to visitors.

6. Counsel and assist various parts of the Organisation on audio-visual questions such as production of videos, possibilities for electronic media interest in their programmes and, particularly, help develop skills for strong performance in radio and television interviews through regular training sessions which the incumbent organises in co-ordination with the Training Service.

7. Supervise three assistants and manage the budget of the Radio-TV Section. Co-ordinate the use of freelance journalists and technicians.

**Principal qualifications**

1. University degree in economics, international relations or journalism, or equivalent qualifications, and knowledge of international economic issues.

2. Extensive professional experience in journalism, particularly economic journalism; experience in writing, reporting and producing for television, and preferably also for radio; ability to establish and maintain contacts with producers and journalists, particularly in the electronic media, in order to elicit their interest in the OECD and expand coverage of the OECD on radio and television.

3. Ability to motivate and supervise a team, often under pressure, and to work as part of a team with the Head and other parts of the Division; ability to work with high-level personalities, senior staff, Delegations and representatives from Member countries at all levels, in situations that often require diplomacy.

4. Excellent knowledge of the two official languages of the Organisation (English and French), and excellent drafting ability in one of them.

**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.
GENERAL INFORMATION ON VACANCIES AND APPLICATIONS

Who may apply: Posts in the Organisation are open to both male and female nationals of Member countries. External candidates must be between the ages of 21 and 55 years (for certain posts, the age limit may be exceptionally lowered or raised).

Closing date: The date shown is that at which the selection procedures begin officially. Applications received later will be considered only on an exceptional basis.

Duration of appointment: Unless otherwise mentioned in the Vacancy Notice, in the case of an established official being chosen for the post, an appointment of indefinite duration may be offered, and in all other cases, a fixed-term appointment will be offered.

Grade of appointment: Posts are normally filled at the grade indicated. Some posts, however, may be filled provisionally at the level immediately below if the qualifications and professional experience of the chosen candidate correspond to that level and if such a possibility has been indicated on the vacancy notice. In this case, the duties and responsibilities assigned will be adjusted accordingly.

Place of work: Unless otherwise stated, work will be carried out in Paris. However, for some posts, occasional travel may be required.

Duties: The duties mentioned are the main duties to be carried out at the time of appointment. They may be modified according to the work programme of the Service or with the introduction of new work methods and/or equipment.

Qualifications: The qualifications listed are those which are most important to the performance of the duties mentioned. Their sequence is not an indication of the relative importance attached to them.

Tests: For some posts, candidates may be required to take a written or oral examination. The result will be a factor in the selection.

Interviews: The best-qualified candidates will be called for interview. Those who are not to be interviewed will be so informed. Candidates who are not native speakers of either of the two official languages will be assessed at interview in the official language of their choice -- unless the post in question requires an excellent or very good knowledge of both languages in which case all candidates will be required at interview to demonstrate competency in the two languages.

Final selection: The final selection will be made on the basis of the qualifications mentioned in the Vacancy Notice and in comparison with those of the other candidates. Unsuccessful candidates will be notified not later than one month after the appointment procedure has been completed.

How to apply: Those who wish to apply for this post should do so on an application form obtainable from the Human Resource Management Division. Applications should be sent to this Division, accompanied by supporting documentation, such as titles of publications and/or copies of diplomas, as appropriate.

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