The job...

A. Communication/Information

1. Organise and manage the Club du Sahel's information flow. Identify the appropriate communications channels (web site, newsletter, news flashes) and the groups that would be interested in the information. As necessary, draft and restructure information to provide concise and effective communication products for the targeted audience.

2. Draft (newsletters, press releases, flashes, brochures, etc.) and edit all kinds of texts (substantive documents, publications, etc.) in their original language (mostly in French). Check language concordance between translated texts and their original and possibly edit them. Translate short texts from one official language to the other.

3. Ensure the coherency and user-friendliness of the web pages in terms of content, presentation and style, and make sure that all pages are regularly updated. Optimise the sites, using new developments in technology, presentation standards while maintaining some homogeneity with the OECD site.

4. Promote the web site to partners and search engines. Inform contacts and subscribers of new additions to the sites, using modern communication means (automatic mailing by fields of interest). Promote the use of Intranet as the Club's internal information system.

5. Contribute to the preparation of the Club newsletter’s content: collect inputs, edit them, draft some others from various sources. Plan the timetable and co-ordinate the production process up to the distribution (translation, layout, printing, distribution).

6. Contribute to the development of the Club’s communications strategy by keeping abreast of new developments as they are related to improving the quality and efficiency of the Club’s communications and dissemination methods.

7. Carry out research upon internal and external requests, using efficiently available data sources. Gather the results, analyse and summarise them.

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Applications (in English or French) from nationals of OECD Member countries should quote reference EXD/HRM/VAC(2001)18 and be sent via our on-line application form on www.oecd.org/hrm by 15 March 2021.

Only candidates selected for interview will be contacted.

For more information on OECD and our recruitment, please see www.oecd.org

We are an equal opportunity employer and encourage applications from female candidates.

B. IT

1. Keep abreast of new technology developments at the OECD and help implement them. Participate in the creation of databases necessary for the Club. Act as correspondant informatique.

2. Establish the plan for the allocation of IT equipment, hardware and software, and handle ad hoc requests, in collaboration with the administrative officer. Provide technical assistance on office automation softwares and other equipments to Club staff.

The person we are looking for should have...

1. A post-secondary education, preferably with a university degree in journalism or communications. A few years of experience in the field. Good knowledge of development issues. Knowledge of Africa would be an advantage.

2. Very good knowledge of information technology, especially the development and maintenance of web sites. Knowledge and practice of word-processing and electronic edition. A working experience with partners’ networks, including civil society’s, would be an advantage.

3. The ability to analyse and summarise a wide range of topics. Proven ability to work in a multicultural team, to exercise initiatives, to work under considerable pressure and to adapt quickly to changing requirements.

4. Good communication and interpersonal skills. The ability to establish and maintain a good team relationship with a large public and staff at all levels in a multicultural environment.

5. Experience of IT support and assistance to users. Wide knowledge of the Microsoft office package. Confirmed knowledge of database systems. Proven ability to grasp new information technology rapidly.


N.B. The appointment may initially be made 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.