OFFICER RESPONSIBLE FOR SECURITY
Grade B4 (two positions)
Safety and Assistance Service,
Conference and Safety Division,
Executive Directorate

EXD/HRM/VAC(2001)112

POSSIBLE VACANCY

The OECD is an international organisation based in Paris with some 2000 staff. We are looking for two persons to monitor all operational activities relating to security, namely: security checks at building entrance, intrusion prevention, staff and VIPs’ protection, video-surveillance, theft prevention, classified information protection and management of the Unit staff as well as sub-contracted security and reception staff. These persons will report to Head of the Security Unit in the Safety and Assistance Service of the Conference and Safety Division in the Executive Directorate.

Note: The nature of the functions involved means that the post-holder may be called upon to work outside normal office hours and if necessary on weekends and holidays.

The job...

1. Supervise the security staff team (SAP staff and sub-contracted security and reception staff), which totals some thirty people. Manage the daily planning, distributing the workload (Headquarters and Annexes) and co-ordinating tasks within the team on a daily basis. Plan and supervise orders placed with the company contracted to do security work.

2. Administer human and material resources needed for the surveillance of the premises, and ensure that staff are trained and their knowledge kept up-to-date so as to achieve maximum efficiency. Allocate permits giving access to the different parts of the Organisation (permits for both people and vehicles), and manage questions relating to prohibited and limited access. Check deliveries and mail, inform the Head of Service of any dangerous situations or breach of regulations. Report on measures taken and make suggestions as to how security might be improved.

3. Help the management team to implement its overall strategy (improving the service provided, modernising work procedures and methods, optimising financial and technical resources) so as to respond efficiently to the Organisation’s changing requirements. Work closely with Heads of Unit in other Services. Participate actively in technical working meetings and operational co-ordination meetings.
4. Help to collect information on offences committed inside the Organisation and draft the relevant reports. Assist the victims of such offences, especially with administrative procedures. Cooperate with the Police as regards the safety measures to be taken during high-level meetings or visits by VIPs. Ensure operational links with host country services.

5. Keep up-to-date with changes in regulations and new methods of countering and preventing intrusion and theft so as to ensure that the installations are kept in optimal technical condition and so help to guarantee the safety of the Organisation’s staff and property. Make suggestions to the Head of Unit concerning the introduction, maintenance and/or updating of technical equipment designed to improve the Service’s performance and the way its activities are organised and followed up.

6. Work in close collaboration with the Head of the Security Unit and monitor ongoing issues on a daily basis. Carry out any related tasks assigned by him/her.

The persons we are looking for should have...

1. Good secondary level education. *Certificat du Chef de Poste* (from the school of applied training in prevention and surveillance) and ERP 1-2 certificate (safety in establishments open to the public), SST certificate (workplace first aid) and a licence to drive category B vehicles. Proven experience in the security field.

2. Good practical knowledge and experience of management methods. Flexibility and excellent team spirit.

3. The ability to analyse risk situations rapidly and to take the appropriate measures to deal with them.

4. Good physical fitness, a sense of responsibility, orderliness, tact and discretion, availability. The ability to make contacts at all levels.

5. Knowledge of access management and video-surveillance systems and the ability to train staff. Practical experience with the OECD’s standard office automation system. The ability to adapt to changes in the software used in the Service.

6. Excellent knowledge of one of the two official languages of the Organisation (English and French) and good knowledge of the other. Proven ability to draft correspondence, reports and other documents relating to work organisation.

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.

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

Applications (in English or French) from nationals of OECD Member countries should quote reference EXD/HRM/VAC(2001)112 and be sent via our on-line application form on [www.oecd.org/hrm](http://www.oecd.org/hrm) by 18 January 2002.

Only candidates selected for interview will be contacted.

For more information on OECD and our recruitment, please see [www.oecd.org](http://www.oecd.org)