The International Energy Agency (http://www.iea.org) (IEA) of the OECD, an international organisation based in Paris, is looking for a Public Information Adviser who will head the Agency’s Public Information Office, which is organised in three sections: Media relations, Publishing, Library and IEA Websites. This person will report directly to the Executive Director and will be responsible for a dozen staff and a budget of 1.5 million euros.

The job...
1. Advise on and manage all aspects of public relations and publishing.
2. Establish and maintain media contacts in Paris and around the world.
3. Write press statements, communiqués, forewords and blurbs.
4. Write or edit major speeches for the Agency’s principals.
5. Organise press conferences and briefings and manage media relations at major international gatherings.
6. Write occasional short papers on energy issues of unusually high public interest.
7. Supervise the publication and marketing (including online sales) of some 35 books per year, two quarterly reviews, the monthly Oil Market report, occasional papers, flyers and other publicity documents. Work closely with the in-house design and production staff on scheduling, lay-out, covers and illustrations.
8. Edit all books published; maintain a small staff of consultant editors for polishing and re-writing where necessary; read and edit the Oil Market Report and other publications.
9. Maintain close ties with colleagues in the OECD Public Affairs and Communications Directorate (PAC), especially the Marketing Division.
10. Oversee the Agency’s energy library.
11. Manage the IEA Internet and Intranet, including guidance for major re-designs and the application of Internet techniques to selling the IEA’s products.
The person we are looking for should have...

1. A university degree in a relevant discipline such as liberal arts, journalism, communications, economics.

2. At least ten years’ experience at a senior or managerial level as a press spokesman, journalist or public information specialist.

3. Excellent communication and interpersonal skills; proven ability to manage and motivate a team, to establish and maintain harmonious working relations in a multicultural environment.

4. Familiarity with energy issues.

5. Solid understanding of how to develop and communicate to multiple audiences a focused message embodying the key concepts of an organisation.

6. Excellent knowledge of the media and an ability to use this knowledge to promote the interests of the Agency while responding in an accurate and timely fashion to requests for information.

7. Familiarity with modern publishing techniques and computerised information services.

8. Ability to select and manage outside contractors. Proven experience with budgetary planning and implementation.

9. Excellent knowledge of English, including excellent drafting skills; good working knowledge of French; working ability in other languages would be an advantage.

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(2002)010 and be sent via our on-line application form on www.oecd.org (click on recruitment) by 14 March 2002.

Only candidates selected for interview will be contacted.

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