ELECTRONICS AND AUDIOVISUAL TECHNICIAN
Grade B4 (two positions)
Conference Management Service,
Conference and Safety Division,
Executive Directorate

EXD/HRM/VAC(2002)011

The OECD is an international organisation based in Paris. We are looking for two Electronics and Audiovisual Technicians responsible for the provision of videoconferencing services, the operation of video and audio equipment in conference rooms and the maintenance and repairs of such technical equipment. These two people will work under the supervision of the manager of the Technical Support Unit in the Conferences and Security Division within the Executive Directorate.

The job…

1. Assist with the selection, installation and management of audio and videoconferencing equipment including network.
2. Help in arranging room layouts according to the specific needs of meetings.
3. Troubleshoot and carry out emergency repairs to audio and videoconferencing equipment used by the Unit.
4. Assist the users of conference rooms and propose technical solutions to meet their needs.
5. Manage equipment inventories and ensure that they are properly replenished. Regularly draw up detailed status reports.
6. Keep fully up-to-date with new technologies and be capable of quickly mastering new equipment; make proposals for new equipment.
7. Draft technical annexes to calls for tender for the purchase of conference equipment.
8. Replace the Unit manager in his/her absence.
9. Assist at missions away from the duty station as and when required.
10. Perform other related tasks.
The person we are looking for should have...

1. Post-secondary education and qualification as an electronics technician equivalent to a Brevet de technicien (BTS).

2. Several years’ proven experience in the conference audiovisual sector.

3. Good organisational skills and the ability to work independently under pressure.

4. Ability to analyse situations and to provide solutions swiftly; sense of initiative.

5. Ability to discuss his/her area of competence with officials of the Organisation, Delegations and other conference participants.

6. Large degree of flexibility with regard to working hours including availability for occasional travel.

7. Excellent knowledge of, and drafting skills in one of the two official languages of the Organisation (English and French) and good working knowledge of the other.

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(2002)011 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