DUTY STATION OFFICER
Grade B3 (several positions)
Safety and Assistance Services Unit,
Conference and Security Division,
Executive Directorate

EXD/HRM/VAC(2002)023

The job...

1. Supervise sub-contracted staff, verifying that they perform their duties effectively and as scheduled at all duty stations (Headquarters and Annexes), and ensure that work instructions are updated and carried out. Report to the operational managers responsible for security on all action taken.

2. Ensure effective control of flows of pedestrians and vehicles at the various entrances and report any dangerous situation or breach of safety or fire security regulations.

3. Take whatever steps are necessary to ensure that access and intruder control and video surveillance systems are operational round the clock and are updated daily. Provide access permits to new OECD officials following certification by the relevant services and if need be prepare the necessary badges.

4. Provide any assistance needed to the staff of the Medical Service in the event of an emergency.

5. Respond to security and fire alarms at Headquarters and Annexes. Make a detailed report to immediate superiors on what occurred and the action taken to solve the problem.

6. Ensure all tasks at any of the Unit's duty stations at Headquarters and Annexes to replace colleagues in their absence.

7. Perform various related tasks assigned by the operational managers responsible for security.
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)023 and be sent via our on-line application form on www.oecd.org (click on recruitment) by 9th May 2002.

Only candidates selected for interview will be contacted.

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