The OECD is an international organisation based in Paris with some 2,000 staff. We are looking for a Technical Security Manager who will be responsible for implementing, maintaining and upgrading the security equipment and materials used at the OECD, both at Headquarters and in the annexes. He/She will work under the supervision of the Head of the Information Technology Unit of the Safety and Assistance Services (SAP) of the Executive Directorate.

The job...

1. Manage new security projects according to priorities set by management, assess needs, prepare functional and technical specifications, estimate costs, monitor installation work and ensure that it is completed properly.

2. Keep abreast of regulatory developments and new means of preventing and combating intrusion and theft in order to maintain facilities at an optimal technical level and thus help ensure the security of persons and the Organisation’s property.

3. Make suggestions to the Head of the Information Technology Unit concerning the implementation, maintenance and upgrading of technical security equipment designed to enhance SAP’s performance.

4. Help management to implement its overall security strategy in order to respond effectively to the Organisation’s evolving security requirements.

5. Work closely with unit heads in other Divisions/Directorates (FMS, ITN, DRD) to implement projects.

6. Organise and take active part in technical work sessions and project management meetings.

7. Maintain close collaboration and daily supervision of ongoing tasks with the Head of the Information Technology Unit.

8. Perform other related tasks as required.
The person we are looking for should have...

1. A good level of secondary education.

2. Proven ability to manage technical projects and prepare specifications.

3. Familiarity with the security-related aspects of the Facilities Management System (FMS) installed at SAP (access and intrusion management and remote surveillance) would be an advantage.

4. Thorough knowledge of security materials and equipment. Ability to analyse technical diagrams.

5. Ability to work with minimal supervision. Flexibility, judgement and tact, in compliance with established operational procedures, even under pressure.

6. Ability to take on responsibilities and innovate.

7. Proven ability to communicate clearly about technical issues. Ability to liaise effectively with other members of the service, to understand special needs and problems and deliver appropriate solutions.

8. Very good knowledge of one of the two official languages of the Organisation (English and French); good knowledge of the other.

NB: 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)059 and be sent via our on-line application form on www.oecd.org (click on recruitment) by 19th September 2002.

Only candidates selected for interview will be contacted.

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