WORD PROCESSING OPERATOR
Grade B2
German Section,
Translation Division,
Executive Directorate

EXD/HRM/VAC(2002)071

Appointment on a half-time basis
The OECD is an international organisation based in Paris with some 2000 staff. We are looking for a word processing operator to work in the German Section of the Translation Division within the Executive Directorate.

The job...
1. Type on a PC texts translated into German and dictated on audio-cassettes; integrate corrections made by revisers into the texts and help with formatting.

2. Participate in proof reading of translated texts and in formatting finalised texts for publication, make corrections in proofs.

3. Create or adapt statistical tables to bring them in line with the English/French originals in the format required for publications (camera-ready).

The person we are looking for should have...
1. A good level of secondary education and the ability to quickly assimilate the rules and procedures of the Organisation, including the presentation of documents.

2. The ability to work rapidly and efficiently when transposing dictated texts onto a PC. Experience with advanced functions of the word processing system to be used for the finalisation of documents.

3. Excellent knowledge of spelling, German grammar and syntax as well as good knowledge of English and French to be able to produce coherent “drafts” and to facilitate the verification of texts by translators and revisers.

4. Ability to organise work efficiently, even under stress.

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5. Excellent knowledge of Microsoft Office software (Word, Excel etc.); ability to adapt rapidly to new systems.

N.B. To be appointed, the successful applicant will need to pass the Organisation’s typing, word processing and language tests.

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)071 and be sent via our on-line application form on www.oecd.org (click on recruitment) by 5th December 2002.

Only candidates selected for interview will be contacted.

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