INFORMATION AND COMMUNICATIONS POLICY
SPECIALIST
Grade A2/A3
Information, Computer and Communications Policy Division, Directorate for Science, Technology and Industry

EXD/HRM/VAC(2003)046

We are looking for a specialist to contribute to developing, defining and implementing work on policy frameworks related to the security of information systems and networks and to the protection of privacy in relation to information and communication technologies and infrastructure. The person will work under the supervision of the Principal Administrator responsible for work on information security and privacy carried out for the Information, Computer and Communications Policy (ICCP) Committee and its Working Party on Information Security and Privacy, and under the direction of the Head of the Information, Computer and Communications Policy Division within the Directorate for Science, Technology and Industry.

The job...

1. Carry out research, monitoring and comparative analysis of national and global policies and legal frameworks governing the development, operation and application of information and communication technologies, infrastructures and services; carry out research and analysis of the impact of these technologies on the economy and society, notably as they concern information security and privacy.

2. Assist in the organisation of meetings of national delegates and/or experts on these subjects, notably meetings of the Working Party on Information Security and Privacy, and workshops, forums and other meetings held under the auspices of the Working Party.

3. Prepare analyses and draft proposals and contribute to the organisation and administration of bilateral and multilateral consultations and negotiations in the above mentioned substantive areas, including the development of new international instruments, recommendations and guidelines. Promote and monitor the implementation of the existing OECD instruments in these fields.

4. Assist in the development and implementation of a strategy for further co-operation with the private sector and civil society in the framework of the Division's outreach activities.

5. Contribute as appropriate to other projects in the work programme of the Division, or as part of Directorate-wide or OECD-wide horizontal work programmes.

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6. Establish and maintain professional contacts with other Divisions and OECD Directorates, OECD Delegations, officials in Member and non-member countries, national delegations, international organisations, non-governmental organisations and the private sector in these fields.

7. Where appropriate, supervise consultants and define their tasks, objectives and deadlines. Monitor progress, providing guidance, advice and evaluation.

**The person we are looking for should have…**

1. An advanced university degree in law and/or political science, economics, business or technology, with a background in technology, science, information and communication policy or business studies.

2. Three to seven years’ experience of analysing developments in, and addressing policy, legal and technical issues related to, new information and communication technologies and infrastructures, the regulatory frameworks governing them, and their impacts on the economy and society. A solid track-record in the area of privacy and data protection and security of information systems and networks. Successively more responsible positions held in a national or international administration, in the private sector or in an academic environment. Experience of working in an international environment would be an advantage.

3. Practical experience of information technology and computing, in particular, the Internet; good general knowledge of the technical and legal aspects of issues related to security technologies, cryptography, authentication technologies, or privacy-enhancing technologies.

4. Ability to design and implement activities as requested by the Committee. Proven ability to identify and analyse future trends and upcoming issues in these areas. Good understanding of the potential role of the OECD in achieving consensus, and ability to contribute to the establishment of such a consensus.

5. Ability to supervise consultants, and to establish and maintain professional contacts with senior officials, experts and managers in Member countries.

6. Strong team-building and organisational skills; ability to work independently when appropriate, to work effectively under pressure, to meet tight deadlines and to prioritise competing demands.

7. Good communication skills and ability to work in a multicultural environment.

8. Excellent knowledge of one of the two official languages of the Organisation (English and French) and ability to draft and communicate very well in that language; good knowledge of the other. Knowledge of one or more other languages would be an advantage.

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.

Applications (in English or French) from nationals of OECD Member countries should quote reference EXD/HRM/VAC(2003)046 and be sent via our on-line application form on www.oecd.org (click on recruitment) by 19th June 2003.

*Only candidates selected for interview will be contacted.*

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