OFFICE CIRCULAR

DEPUTY HEAD (GRADE A2/A3), OECD TOKYO CENTRE,
INFORMATION MANAGEMENT AND PUBLICATIONS SERVICE

Closing date for applications: 1 July 1997

The OECD is an equal opportunity employer
and encourages applications from female candidates

Role

Under the supervision of the Head of Centre (A5), and in accordance with the Programme of Work of the Service and the work programme and operational procedures of the Centre, the main responsibilities of the post-holder will be to assist the Head of Centre in the sales and public relations activities of the Centre, its day-to-day management and the supervision of the staff's work.

Main Duties

1. Plan, execute and evaluate sales promotion and marketing activities for OECD publications in Japan and in the Asian region. This includes:
   - creating various promotional materials in Japanese and in English; publications news, catalogues, brochures, flyers and press advertisements, as necessary;
   - supervising the maintenance and development of a mailing address database and direct mailing operations;
   - making sales promotional contacts with universities, research institutions, libraries, booksellers, etc.;
   - maintaining and developing the network of sales agents;
   - promoting publication of Japanese editions and develop contacts with publishers;
- arranging for information and publications stands at conferences and book fairs;
- supervising day-to-day sales operations, e.g. filling orders, invoicing, collections, accounting and stock control; and
- other related work.

2. Assist the Head of the Centre and supervise the staff in the Centre's public relations activities, including:
   - arranging press conferences, interviews, briefings, etc.;
   - arranging contribution of articles by OECD officials to the press and magazines;
   - preparing information materials in Japanese;
   - arranging events such as receptions, lecture meetings, etc.;
   - maintaining and developing the Tokyo Centre's Home Page on the Internet; and
   - other related work.

3. Monitor the sales accounts and general accounts (budget commitments and expenditures).

4. Ensure the maintenance and development of the Centre's LAN, its database software, communications facility with Paris and other computer facilities, and supervise the staff engaged in this work.

5. Supervise the work of five support staff (2 B4 and 3 B3), train new staff in the Centre. Carry out other duties as assigned, and act as Head of the Centre in his absence.

**Principal Qualifications**

1. University degree in a relevant discipline. Extensive sales and marketing experience at the senior/supervisory level in the foreign book trade, including publishing, is most desirable.

2. Very good knowledge of English and Japanese (written and spoken). Excellent ability to translate from English into Japanese. A good knowledge of French would be an advantage.

3. Proven experience and special aptitude in public relations activities at the senior/supervisory level are required. Ability to create effective information and sales promotional materials through a good sense of design/layout and editing and through practical experience in computer graphics design software.

4. Proven experience in planning, co-ordinating and supervising the work of a team. Sense of integrity. Strong achievement orientation and personal initiative as well as an ability to work under pressure, establish priorities and meet deadlines.

N.B. The post may be filled 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.
GENERAL INFORMATION ON VACANCIES AND APPLICATIONS

Who may apply: Posts in the Organisation are open to both male and female nationals of Member countries. External candidates must be less than 65 years old at the time of appointment.

Closing date: The date shown is that at which the selection procedures begin officially. Applications received later will be considered only on an exceptional basis.

Duration of appointment: A fixed-term appointment (usually for two or three years, with the possibility of renewal) will be offered.

Grade of appointment: Posts are normally filled at the grade indicated. Some posts, however, may be filled provisionally at the level immediately below if the qualifications and professional experience of the chosen candidate correspond to that level and if such a possibility has been indicated on the vacancy notice. In this case, the duties and responsibilities assigned will be adjusted accordingly.

Place of work: Unless otherwise stated, work will be carried out in Paris. However, for some posts, occasional travel may be required.

Duties: The duties mentioned are the main duties to be carried out at the time of appointment. They may be modified according to the work programme of the Service or with the introduction of new work methods and/or equipment.

Qualifications: The qualifications listed are those which are most important to the performance of the duties mentioned. Their sequence is not an indication of the relative importance attached to them.

Tests: For some posts, candidates may be required to take a written or oral examination. The result will be a factor in the selection.

Interviews: The best-qualified candidates will be called for interview. Those who are not to be interviewed will be so informed. Candidates who are not native speakers of either of the two official languages will be assessed at interview in the official language of their choice -- unless the post in question requires an excellent or very good knowledge of both languages in which case all candidates will be required at interview to demonstrate competency in the two languages.

Final selection: The final selection will be made on the basis of the qualifications mentioned in the Vacancy Notice and in comparison with those of the other candidates. Unsuccessful candidates will be notified not later than one month after the appointment procedure has been completed.

How to apply: Those who wish to apply for this post should do so on an application form obtainable from Human Resource Management. Applications should be sent to this service, accompanied by supporting documentation, such as titles of publications and/or copies of diplomas, as appropriate.

April 1997