OFFICE CIRCULAR

HEAD OF DIVISION (GRADE A5), MEDIA RELATIONS DIVISION, PUBLIC AFFAIRS AND COMMUNICATIONS DIRECTORATE

Closing date for applications: 19th January 1998

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

Role

Under the supervision of the Director of the Public Affairs and Communications Directorate, the main responsibility of the post-holder will be to manage the Organisation's relations with the media. In particular, she/he will:

1. Establish and implement a media-relations strategy, maintain contacts with representatives of media organisations and reporters world-wide, and work collaboratively with all other parts of the Organisation.

2. Develop relations between the media and the Secretary-General, and the Organisation's Secretariat.

3. Develop and put in place the means necessary to make the work of OECD, its conferences and its publications better known to the public through the media (press conferences, press releases, interviews, briefings, personal contacts, etc.).
4. Develop and maintain professional contacts with all media and use this network creatively to increase knowledge of the work of OECD.

5. Appraise the Secretariat of the interests, opinions and reactions expressed by and through the media on issues of interest to the work of the Organisation.

**Principal Qualifications and Core Competences**

1. University degree, preferably in economics, or social science.

2. Extensive knowledge of and experience with the major media, both written and audio-visual, and an extensive, established network of relationships with them. Very good appreciation of the changes underway in this sector and command of the new communication technologies.

3. A strategic sense, especially concerning the role of the Organisation in a changing world.

4. Ability to understand, and disseminate the main analytic work produced by the Organisation.

5. Extensive experience and ability in managing and motivating staff in an multicultural environment and in managing work programmes.

6. Excellent knowledge of the Organisation's two official languages (English and French), and the ability to draft to a high standard in one of them.

**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.
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. 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, experience and core competences 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 send a detailed Curriculum Vitae (indicating the vacancy reference number) to Human Resource Management, accompanied by supporting documentation, such as titles of publications and/or copies of diplomas, as appropriate. Other than employment history and educational background your CV must include your nationality, sex and birthdate.

November 1997