

**ORGANISATION FOR ECONOMIC
CO-OPERATION AND DEVELOPMENT**

UNCLASSIFIED

Paris, 12-Oct-99

HUMAN RESOURCE MANAGEMENT

OLIS : 12-Oct-1999

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OFFICE CIRCULAR

**PUBLIC AFFAIRS ASSISTANT (GRADE B4),
OECD BERLIN CENTRE,
PUBLIC AFFAIRS AND COMMUNICATIONS DIRECTORATE**

Closing date for applications: 12 November 1999

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

Role

The main responsibility of the post-holder will be to assist the Head of the OECD Berlin Centre in all public affairs activities.

Main Duties

1. Prepare and draft information briefings for Parliamentarians, Non Governmental Organisations' and the Social Partners.
2. Organise press conferences and other briefings; prepare draft press-review information.
3. Monitor press coverage of OECD in international media and co-ordinate with the Media Relations Division in Paris.

4. Assist at OECD press conferences and OECD organised events in Germany.
5. Establish, maintain and use a computerised public relations information management system (with more than 1000 personalities from parliament, media, business and political communities). Distribute releases, letters, etc. using this list.
6. Take initiatives to improve the public relations network of contacts with Parliament, media, business and political communities.
7. Respond to enquiries on OECD subjects (drawing upon a general knowledge of ongoing activities, the publications programme and other documentation).
8. Handle Press Review correspondence with minimum supervision.

Principal Qualifications and Core Competencies

1. Good secondary level of education. A proven experience in international economic public relations and/or press relations would be an asset.
 2. Experience in international affairs; ability to prepare information dossiers; an understanding of statistics. Proven draft ability in one of the two official languages of the organisation as well as in German.
 3. Ability to analyse and communicate information about OECD and its work.
 4. Ability to work with government officials, parliament, journalists, other officials.
 5. Good knowledge and experience in using OECD standard software (in particular MS-Office suite) and Internet.
 6. Good knowledge of one of the two official languages of the Organisation (English and French). Excellent knowledge of the German language.
- 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 nationals of Member countries only. External candidates must be less than 65 years old at the time of appointment. We encourage applications from female candidates.

Principal Qualifications and Core Competencies: The qualifications and core competencies listed are those which are most important to the performance of the duties mentioned. Since the criteria outlined in the job description are strictly applied, only candidates meeting the requirements of the post should apply.

Closing date: Applications must be submitted by this date. Applications received after this date will be considered on a very exceptional basis only.

How to apply: (applications *must* include the vacancy reference number, nationality, sex, and date of birth)
Choose *one* of the following methods only:

1. Recruitment information and online application form available from our web-site; or
2. Email your CV, cover letter and any supporting documentation*; or
3. Fax or send your detailed CV to Human Resource Management, accompanied by any supporting documentation*.

* E.g. list of publications where appropriate. NB. Copies of diplomas, qualifications etc are *not* required at this stage.

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, i.e. English or French, will be assessed at interview in either language of their choice – unless the post in question requires an excellent or very good knowledge of both English and French in which case all candidates will be required at interview to demonstrate competency in both.

Not-shortlisted candidates: The Organisation regrets that due to the large number of applications received, candidates who are not shortlisted for either interviews or tests will not be contacted.

Final selection: The final selection will be made on the basis of the qualifications, experience and core competencies mentioned in the Vacancy Notice and in comparison with those of the other candidates. Shortlisted candidates will be informed by telephone as quickly as possible of the outcome of their interview and will subsequently receive written confirmation of this from OECD Human Resource Management.

Duration of appointment: All appointments are for a fixed term, usually for two or three years, with the possibility of renewal.

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 the place of work is Paris. 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.