

Paris, 19-Oct-99

HUMAN RESOURCE MANAGEMENT

OLIS : 19-Oct-1999

HRM/VAC(99)65

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OFFICE CIRCULAR

HEAD OF PRODUCTION UNIT (GRADE A4), PUBLICATION DIVISION, PUBLIC AFFAIRS AND COMMUNICATIONS DIRECTORATE.

Closing date for applications: 18 November 1999

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

Role

Under the supervision of the Head of Publications Division (grade A5), the post-holder is responsible for managing all aspects of the preparation, planning, pre-press, and printing of OECD publications and other material (catalogues, brochures, forms). The post-holder is also in charge of the Research and Development section.

Main Duties

1. Plan, direct and co-ordinate the activities of the Production Unit, which includes the Research and Development section, the planning process, the Pre-Press section and the Photo-engraving, Offset Printing and Binding Workshops.
2. Analyse staff and equipment requirements, and submit recommendations to the Head of Publications Division on appropriate action to (i) maintain and improve quality, reduce costs and production time; (ii) create harmonious working methods and conditions; (iii) ensure the smooth introduction and development of appropriate production technologies, as well as continuous staff training; (iv) motivate staff.

3. Develop appropriate statistical tools to evaluate the efficiency of work plans, to achieve the most rational utilisation of resources (staff, equipment, budget appropriations), and to identify suppliers and contractors offering the best terms.
4. Draw-up annual work programme and budget proposals for the Unit, in collaboration with the Section Heads concerned.
5. Advise the Head of Publications Division on matters related to the Unit's overall operations.

Principal Qualifications and Core Competencies

1. University degree in the graphic arts, technical engineering, computer science or equivalent; up-to-date knowledge of typesetting and printing techniques and machines; experience of working in an office automation environment would be an advantage.
 2. At least ten years' experience in management acquired in a publishing and printing firm; proven ability to organise work, manage and motivate staff and to handle a budget; proven experience in problem-solving (last-minute changes in production schedules).
 3. Very good experience of budgetary management and procedures.
 4. Extensive knowledge and experience in system design and in information management theory and practice (including SGML and XML).
 5. Strong communication and interpersonal skills including proven ability in managing a multicultural team. Ability to communicate effectively with non-technical personnel and with the author-Directorates.
 6. Very good knowledge of both official languages (English and French) ability to draft well 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 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 Choose *one* of the following methods only:

1. The 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. Copies of diplomas, qualifications etc are **not** required at this stage.*

What to include Your application must include:

1. the vacancy reference number, nationality, sex, and date of birth
2. a summary indicating why you feel your qualifications and experience correspond to the job requirements. It should address the qualifications and competences outlined in the vacancy notice.

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.