

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

UNCLASSIFIED

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HUMAN RESOURCE MANAGEMENT

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OFFICE CIRCULAR

VISITS PROGRAMME CO-ORDINATOR, (GRADE B4), PUBLIC AFFAIRS DIVISION, PUBLIC AFFAIRS AND COMMUNICATION DIRECTORATE

Closing date for applications: 23 December 1999

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

Role

Under the supervision of the Head of the Public Affairs Division, and in liaison with Delegations and other Directorates, the post-holder will be required to plan and organise programmes of visits by parliamentarians and non-governmental groups, and carry out other public affairs functions as directed.

Main Duties

1. Draw up programmes to meet the specific interest of groups.
2. Arrange briefings by specialised members of staff.
3. Organise logistics (arranging meeting rooms, film projection, individual information kits).
4. Receive visitors and undertake the initial presentation and introduction of speakers to groups.
5. Deal with all administrative and financial matters relating to this activity and organise receptions as necessary.

6. Evaluate the effectiveness of programmes with both visitors and speakers, and maintain up-to-date records of visits.
7. Perform other public affairs duties as required, especially on the occasion of major meetings.

Principal Qualifications and Core Competencies

1. Good level of secondary education; preferably post-secondary focussed on communication.
2. Experience in this field is required.
3. Thorough knowledge of the Organisation and its activities, and awareness of its evolving aims.
4. Ability to establish and maintain professional relations at all levels with staff members, Delegations and visitors.
5. Proven organisational skills, qualities of tact and judgement; ability to work well under pressure.
6. Very good knowledge of both official languages of the Organisation, and ability to draft internal notes and correspondence in these languages. Knowledge of other Member-country 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.

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.