

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

**UNCLASSIFIED**

**Paris, 14-12-1999**

**HUMAN RESOURCE MANAGEMENT**

**OLIS : 14-Dec-1999**

**HRM/VAC(99)81**

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## **OFFICE CIRCULAR**

**GRAPHIC STUDIO MANAGER (GRADE B4),  
PRODUCTION UNIT,  
PUBLIC AFFAIRS AND COMMUNICATIONS DIRECTORATE.**

**[Duration of appointment: Fixed term or indefinite]**

**Closing date for applications: 20 January 2000**

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

### **Role**

Under the supervision of the Head of Production of the Public Affairs and Communications Directorate and in co-ordination with the Head of Publications Planning, the post-holder supervises the Studio, organises its work and provides technical follow-up, and is responsible for artistic work placed outside.

### **Main duties**

1. Participate in the Studio's design work, in particular for the covers of publications, promotional material (catalogues, brochures, posters, etc.) as well as all the public relations materials required by the Organisation.
2. Design the dummies for the institutional publications of the Organisation.

3. Take responsibility for the technical follow-up of the work done by the Studio in close collaboration with the internal printshop, the Pre-Press Service if necessary and the Outsourcing Office for work placed outside.
4. Manage a team of two computer graphics artists and temporary staff if necessary. Ensure that they receive ongoing training and have a sound understanding of the technical processes involved, etc.
5. Contribute to defining the Organisation's visual identity and ensuring consistency between the various types of promotional material.
6. Keep abreast of technical developments in graphics software and make recommendations regarding purchases of required tools

**Principal qualifications and core competencies**

1. Good secondary level of education. Diploma in graphic arts or equivalent.
2. Several years of experience in an advertising agency or publisher or in an independent studio working in those activities.
3. Proven creativity through a personal file.
4. Thorough knowledge of computer-assisted graphic design and graphics software (Xpress, Photoshop, Freehand).
5. Experience in running a studio. Ability to lead and motivate. Proven experience in managing a team.
6. Excellent knowledge of one of the two official languages of the Organisation (French and English), and a good knowledge of the other.

## 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.