ADMINISTRATOR (GRADE A2/A3), PRESS DIVISION, GENERAL SECRETARIAT

Closing date for applications: 31 August 1994

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

Duties

Under the direct supervision of the Head of the Press Division, the post-holder will be required to:

1. Exercise the functions of Press Officer working on relations with the Press in assigned areas. To carry out this function, s/he will:

   i) Follow closely and keep informed on the overall activities of the Organisation by attending meetings, reading documents and by direct consultation with the responsible staff in the directorates.
ii) Provide information and answer general queries emanating from the Press on areas of activity of OECD. Participate in the organisation of press conferences and background briefings both for groups of journalists and for individual correspondents. Help in the supervision of supporting staff on dissemination of OECD information.

2. Assume responsibility for the Press Division’s Press Review containing world media items related to the full range of OECD activities and destined for the top managers of the Secretariat and senior readership in the OECD’s permanent delegations. To this end, s/he will:

i) Manage the staff responsible for this press review;

ii) Provide guidance to the staff concerning other press review-type activities of the Division;

iii) Pay particular attention to keeping the Division up to date with the latest world events of interest to the OECD.

Principal qualifications

1. University degree or equivalent, and appropriate press-related experience, including professional editorial capability.

2. Experience and proven ability in public relations or economic journalism. Ability to assimilate, conceptualise, and comment upon specialised subject-matter relating to OECD affairs, with knowledge of how to "package" these for a variety of public information purposes, including press backgrounding.

3. An overall grasp of the various aspects of the work of OECD and of economic affairs in general, and skill in presenting such material to a range of audiences.

4. Very good knowledge of both official languages of the Organisation (English and French) and ability to draft in one of them. A working knowledge of other major Member country languages is desirable.