

## The ISSN International Centre is hiring a Project Officer (F/M).

The ISSN International Centre (ISSN IC) is an intergovernmental organization established in 1975 by a treaty between France and UNESCO. It is based in Paris (45, rue de Turbigo, 75003) and employs a staff of 14. It consists of three departments: Data and Network technical coordination, Sales, marketing and communication, Information Systems.

The main activities of the ISSN International Centre ([www.issn.org](http://www.issn.org)) are:

- Updating and enhancing the ISSN International Register, the standardized and global reference database of print and online serial publications,
- Coordinating the activities of the 90 ISSN National Centres worldwide which share their metadata with the ISSN International Centre,
- Assigning ISSN and creating descriptive metadata for international organisations' publications and publications issued in countries without any ISSN National Centre,
- Marketing the ISSN Register ([portal.issn.org](http://portal.issn.org)) and related services such as ROAD Directory of Open Access Scholarly Resources.

**The post holder works under the supervision of the ISSN IC Director and is responsible for the following activities:**

- Provide assistance with the management of relations with national and international partner organisations (IFLA, UNESCO, ISO, RDA-RSC, AFNOR...),
- Contribute to the development and the promotion of international information and documentation standards related to ISSN IC activities,
- Provide technical expertise on metadata and information management systems,
- Organise and report on technical ISSN Network meetings,
- Collect information about the activities of ISSN National Centres in line with ISSN IC policy and ISO regulations,
- Edit official documents, messages, publications and presentations in English issued by the ISSN IC,
- Participate in official missions abroad when required.

**This is an evolving role. The scope of the post, the responsibilities and main tasks will be reviewed and developed as required. A flexible and open approach is therefore expected from the incumbent.**

### Required Qualifications and Skills

- Master in Library and Information Science *or* Master in Business / International Relations,
- Knowledge of metadata formats and standards,
- Knowledge of web techniques and standards,
- Diplomacy, loyalty and discretion,
- Strong interpersonal and written/ oral communication skills,
- Excellent command of English, good command of French. Knowledge of a third UNESCO language would be an asset.

### Salary and status

- Salary +/- 40 K€ commensurate with experience.
- International status.
- Full-time position.
- 36 days of annual leave.
- 2-year renewable contract.

### Contact

Please send cover letter, résumé and the names and contact information of two professional references to Ms Gaëlle Béquet, ISSN IC Director ([secretariat@issn.org](mailto:secretariat@issn.org)). Review begins February 1<sup>st</sup>, 2019. Position open until filled.

*Staff shall be selected without any discrimination based on their ethnic or social origin, skin colour, disability, age, marital or parental status, gender or sexual orientation, or political, philosophical or religious beliefs.*  
*ISSN International Centre - Staff Regulations (October 2016)*