

ORGANISATION FOR ECONOMIC  
CO-OPERATION AND DEVELOPMENT

DIRECTORATE FOR GENERAL  
ADMINISTRATION AND PERSONNEL

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HUMAN RESOURCE MANAGEMENT DIVISION

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OFFICE CIRCULAR

PRINCIPAL ADMINISTRATOR (GRADE A4) IN THE CENTRAL ANALYSIS DIVISION,  
DIRECTORATE FOR EDUCATION, EMPLOYMENT, LABOUR AND SOCIAL AFFAIRS

Closing date for applications: 1 December 1994

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

*Duties*

Under the general direction of the Head of Division, the holder of this post will be responsible for initiating, participating in, and supervising the work of other professional and project staff and consultants, assisted by statistical and secretarial support personnel. The work undertaken covers:

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1. Design, planning and preparation of studies and policy analyses of labour markets for publication in future issues of the OECD Employment Outlook (which deals with detailed analyses of the interactions between economic, social and demographic trends and their impacts on labour market, education and training and social policies).
2. Conduct of quantitative labour market analyses, with a focus on employment and unemployment, labour force participation, wages, labour and job turnover, training and skill development.
3. Contributions to economic and social analyses relevant to the work of both other Divisions of the Directorate and other parts of the Organisation, in such fields as the impacts of structural adjustment on the labour market, the integration of labour market, social, and education and training policies and the harmonization of statistics.
4. Assistance in the monitoring and review of labour market, social and education policies, in the general framework of the jobs study.

***Principal qualifications***

1. Advanced degree in economics with excellent knowledge of labour and/or social economics; knowledge of institutional economic perspectives would be an advantage.
2. Extensive experience in applied economic analysis in the above-mentioned fields; good knowledge of statistical methods and applied econometrics, and extensive experience in building up, managing and using quantitative and qualitative databases.
3. Experience in dealing with public policy issues relating to labour market or social policy in governmental or research institutions would be an advantage.
4. Proven ability to work simultaneously on different projects, to initiate projects and to organise and direct work of professional staff and supervise statistical and secretarial support personnel. Ability to co-ordinate activities of a horizontal nature and to create and maintain professional relations within and outside the Organisation.
5. Excellent knowledge of one of the official languages of the Organisation (English or French) and ability to draft to a high standard in that language; ability to work effectively in the other.