

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

GENERAL DISTRIBUTION

**DIRECTORATE FOR GENERAL
ADMINISTRATION AND PERSONNEL**

**Paris, 21-Nov-1995
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**HUMAN RESOURCE MANAGEMENT
DIVISION**

AGP/HR/VAC(95)83

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OFFICE CIRCULAR

**ADMINISTRATIVE ASSISTANT (GRADE B4), INTER-ORGANISATIONS STUDY SECTION
ON SALARIES AND PRICES, DIRECTORATE FOR GENERAL ADMINISTRATION AND
PERSONNEL**

Closing date for applications: 19 December 1995

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

Duties

Under the supervision of the Head of Section, the post-holder will be required to carry out a wide range of administrative and secretarial tasks to ensure the smooth running of the Section, and in particular:

1. Manage the Section's budget. Monitor commitments and disbursements (for fees, equipment and documentation, entertainment expenses, etc.).
2. Perform all administrative duties for the Section including those related to missions orders, letters of invitation, consultants and auxiliaries in liaison with Human Resource Management Division and Budget and Finance Service. Assist in the organisation of meetings.
3. Respond to frequent requests for documentation from Heads of Administration of the Co-ordinated Organisations, national administrations and other international organisations.
4. Organise and maintain archives relating to all matters dealt with by the Section.
5. Translate simple texts, as required.

Principal qualifications

1. Good general secondary education. A good knowledge of the working procedures of the Co-ordinated Organisations would be an advantage.
2. Good knowledge of and experience with word-processing software and office automation applications.
3. Very good knowledge of the administrative and financial rules and procedures of the Organisation.
4. Tact, discretion, and ability to maintain good working relations with colleagues at all levels.
5. Ability to deal with correspondence and assess requests for information on an independent basis.
6. Excellent knowledge of one of the two official languages of the Organisation (English and French); good knowledge of the other.

N.B. Occasional travel may be required.

The post may be filled 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.

OECD, Human Resource Management Division
2 rue André Pascal, 75775 Paris Cédex 16

GENERAL INFORMATION ON VACANCIES AND APPLICATIONS

Who may apply: Posts in the Organisation are open to both male and female nationals of Member countries. External candidates must be between the ages of 21 and 55 years (for certain posts, the age limit may be exceptionally lowered or raised).

Closing date: The date shown is that at which the selection procedures begin officially. Applications received later will be considered only on an exceptional basis.

Duration of appointment: Unless otherwise mentioned in the Vacancy Notice, in the case of an established official being chosen for the post, an appointment of indefinite duration may be offered, and in all other cases, a fixed-term appointment will be offered.

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, work will be carried out in Paris. However, 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.

Qualifications: The qualifications listed are those which are most important to the performance of the duties mentioned. Their sequence is not an indication of the relative importance attached to them.

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. Those who are not to be interviewed will be so informed. Candidates who are not native speakers of either of the two official languages will be assessed at interview in the official language of their choice -- unless the post in question requires an excellent or very good knowledge of both languages in which case all candidates will be required at interview to demonstrate competency in the two languages.

Final selection: The final selection will be made on the basis of the qualifications mentioned in the Vacancy Notice and in comparison with those of the other candidates. Unsuccessful candidates will be notified not later than one month after the appointment procedure has been completed.

How to apply: Those who wish to apply for this post should do so on an application form obtainable from the Human Resource Management Division. Applications should be sent to this Division, accompanied by supporting documentation, such as titles of publications and/or copies of diplomas, as appropriate.

June 1995