

ORGANISATION FOR ECONOMIC
CO-OPERATION AND DEVELOPMENT

GENERAL DISTRIBUTION

DIRECTORATE FOR GENERAL
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PERSONNEL DIVISION

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OFFICE CIRCULAR

ADMINISTRATOR (GRADE A2/A3) IN THE DIVISION OF FINANCING AND
OTHER EXPORT QUESTIONS, TRADE DIRECTORATE

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OFFICE CIRCULAR

Subject: Administrator (Grade A2/A3) in the Division of Financing and Other
Export Questions, Trade Directorate.

- Closing date for applications: The closing date for applications is 6 weeks after the publication date.

Duties:

1. Participate, under the supervision of the Head of Division, in work supporting the Groups competent for financing and other export questions.
2. Follow policies and practices in the field of export finance. Develop studies and report on topical programs of export credit policy as directed.
3. Assume responsibility for collection and processing by statistical staff of documentation and statistical data relevant to the proper functioning of the export credit reporting systems.
4. Participate, as directed, in other work carried out by the Directorate.

Principal qualifications:

1. University degree, preferably with specialisation in international economic and commercial relations, or equivalent in knowledge and/or experience; experience and knowledge in the field of export financing and guarantees.
2. Adaptability to work as one of a team, to co-operate with other directorates and to maintain appropriate contacts with other international organisations and Member countries.
3. Ability to use and present statistics and to carry out research work. Experience in computer processing of statistical data would be an advantage.
4. Excellent knowledge of one of the two official languages of the Organisation (English and French) and ability to draft well in that language. Good knowledge of the other.

END-OF-TEXT