

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

**DIRECTORATE FOR GENERAL
ADMINISTRATION AND PERSONNEL**

PERSONNEL SERVICE

GENERAL DISTRIBUTION

**Paris, 5-DEC-1996
OLIS : 04-Dec-1996**

AGP/PERS/VAC(96)29

**Information : Office 351
Telephone : 45 24 78 68
Telefax : 45 24 79 11**

**Already published under
Ref. ADV(96)398**

OFFICE CIRCULAR

VACANCIES FOR YOUNG PROFESSIONALS (GRADE A1)

Closing date for applications: 2nd January 1997

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

The Young Professionals Programme assists the OECD in recruiting young highly-qualified professionals who are interested in working for the Organisation. These young professionals are appointed for a two-year period and work successively in two or three areas of the Organisation. At the end of that period it is expected that they will be able to compete successfully for appointment to Administrator posts.

Main Duties

Under the supervision of a more senior official, the incumbent will participate in the preparation of studies and documents of the Directorates concerned and may be called upon to:

- 1) Participate in the drafting of proposals and documents for committee and other meetings serviced by the Directorate;
- 2) Attend committee and working party meetings and draft summary records;

- 3) Carry out research and/or literature reviews;
- 4) Assist in monitoring developments in relevant policy areas;
- 5) Draft statistical reports, collect, organise, evaluate and interpret statistical data;
- 6) Supervise statistical assistants and other support staff;
- 7) Liaise with other parts of the OECD, research and government institutions in OECD Member countries and/or in central and eastern European countries, as well as with other international organisations.

Principal Qualifications

1. Academic and work experience

Candidates should have a PhD in economics and/or another subject of relevance to the OECD's work. Candidates with Masters degree(s) should have a minimum of two to three years' experience in the fields relevant to the OECD's work. Experience in research and analytical activities would be particularly advantageous.

2. Personal Qualities

Excellent communication skills and a high standard of professional competence. Excellent interpersonal, negotiation, and diplomatic skills. Ability to work in a multicultural team environment. Genuine interest in the work of OECD in promoting international co-operation.

3. Languages

Very good knowledge of one of the two official languages of the Organisation (English and French), and the ability to draft well in that language. Some knowledge of the other language is also required.

4. Age Limit

Applicants should not be under 26 years of age or more than 33 years of age on 1st September 1997.

**GENERAL INFORMATION ON THE
YOUNG PROFESSIONALS PROGRAMME**

THE OECD - some general information

Since 1960, when the Convention of the OECD was signed in Paris, many thousands of ministers, diplomats and specialists have come to the OECD in Paris to work towards the three following objectives:

- to achieve the highest sustainable economic growth and employment and a rising standard of living in Member countries, while maintaining financial stability, and thus contribute to the development of the world economy;
- to contribute to sound economic expansion in Member as well as non-Member countries in the process of economic development;
- to contribute to the expansion of world trade on a multilateral, non-discriminatory basis in accordance with international obligations.

The signatories in 1960 included 18 European countries ⁽¹⁾ plus Canada and the United States. Japan, Finland, Australia, New Zealand, Mexico, Czech Republic, Hungary, Poland and Korea became members later, bringing the total to 29 countries.

OECD is a centre for research, analysis and discussion where governments express their points of view, share their experiences and search for common ground. The Secretariat provides the basis by setting forth the problems and possible remedies. More specifically the OECD attempts:

- to clarify, through quantitative and qualitative analyses, some of the major economic, social, and other problems facing its Member countries;
- to exchange information on how the problems are being approached in each country so that the experience of one can inform the actions of the others;
- to analyse the effectiveness of economic, social, and other policies;
- through discussion, to make countries aware of the impact of their actions on the others;
- to search for common solutions and strategies.

(1) Austria, Belgium, Denmark, France, Germany, Greece, Iceland, Ireland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Spain, Sweden, Switzerland, Turkey and the United Kingdom.

YOUNG PROFESSIONALS IN THE OECD

Young Professionals are university graduates of outstanding intellectual qualities and personal strengths. They are appointed for a two-year period and work successively in two or three areas of the OECD for periods of six to twelve months. It is expected that at the end of the two-year period when they have completed their assignments they will be able to compete successfully for appointment to Administrator posts in the Organisation.

The OECD attaches considerable importance to the recruitment of the highest quality professionals and to increasing mobility between Directorates. The Young Professionals Programme is intended to promote the achievement of those goals.

THE SELECTION PROCEDURE

A vacancy notice is issued every year. Applicants should complete the OECD's standard application form and submit it to the Personnel Service. Once the short-list has been established, a number of candidates are invited for interview by a panel of senior professional staff. Interviewed candidates may be asked to submit samples of their work.

ASSIGNMENTS AS A YOUNG PROFESSIONAL

The new recruit will be asked to participate in the preparation of studies and documents in areas dealt with by the Directorate(s) concerned, under the supervision of a more senior official. In practice, the work may involve one or more of the following tasks:

- research for documentation and review literature;
- collect, arrange and evaluate statistical data;
- prepare notes and participate in the drafting of reports;
- attend committee and working party meetings.

Work will be carried out in Paris, but occasional travel may be required.

Assignments could be in any one of the following Directorates depending on the qualifications and abilities of the chosen candidate:

Budget and Finance	Food, Agriculture and Fisheries
Centre for Educational Research and Innovation	General Administration and Personnel
Club du Sahel	General Secretariat
Development Centre	International Energy Agency
Development Co-operation	Information Management and Publications
Economics	Information Technology and Network Services
Education, Employment, Labour and Social Affairs	Legal
Environment	Nuclear Energy Agency
European Conference of Ministers of Transport	Public Management Service
Financial Control	Science, Technology and Industry
Financial, Fiscal and Enterprise Affairs	Statistics
	Trade

SALARY AND BENEFITS

Salaries are designed to attract international staff of the highest calibre. This may be supplemented by allowances depending on personal circumstances.

WHO SHOULD APPLY?

The OECD receives a great many applications for only a few, sought after positions as Young Professionals. Applicants should have a background in economics and/or another subject of relevance to the OECD's work (normally at least 6 years of university education) and show potential for a successful career at the OECD. Candidates must be able to work in an international environment, usually as a member of a team, and have a high level of competence. Those who are finally chosen will probably have more than these minimum requirements; a PhD would be a definite advantage, some relevant work experience would be an added advantage.

Applicants must be nationals of one of the 29 Member countries of the OECD, and should not be under 26 years of age or more than 33 years of age on 1st September 1997.

Candidates must be interested in the objectives of the OECD in promoting international policy co-operation, mature enough to understand the issues involved in international work, and skilled enough to carry it out.

Very good knowledge of one of the two official languages of the Organisation (English and French) and the ability to draft in that language are required, as is some knowledge of the other.

Applications from women candidates are particularly encouraged.

Interested and qualified candidates should write, enclosing a résumé, to:

Personnel Service
OECD
2 rue André Pascal
75775 PARIS CEDEX 16
France

December 1996