

ASSISTANT
Grade B3
Board of External Auditors,
General Secretariat

EXD/HRM/VAC(2000)096

POSSIBLE VACANCY

The OECD is an international organisation based in Paris with some 2000 staff. We are looking for an Assistant to provide assistance with verifying the financial operations of the Organisation, administrative support and documentation. This person will work in direct collaboration with the Auditors and with the Assistant-Auditor of the Board of External Auditors.

The job...

1) Verification

- Undertake research of data, information and documents as requested by the Auditors, using an in-depth knowledge of the financial and personnel computer applications.
- Check, analyse and file financial and administrative data, verifying that accounting data are in accordance with ledgers and financial statements; calculate averages and ratios.
- Participate in the verification of the correctness of operations of receipts and expenditures with regard to budgetary authorisations in relation to the financial regulations and administrative rules of the Organisation.

2) Documentation

- Under the direction of the Chairman of the Board, centralise, analyse and file documentation relating to financial management.
- Establish and update permanent documentation files of services, procedures and problems of management of the Organisation. Maintain the Board's archives of verifications made.
- Research of documents, accounting records or information of any kind, relevant to the work of the Board, requested by the Auditors.

3) Administrative support

- Prepare the Board sessions and other meetings. Liaise with the relevant support services for the practical organisation of the Board sessions.
- Provide interpretation assistance in French and English for the Board members, as required.
- Assist in the preparation and finalisation of the Annual Report of the Board by circulating drafts, making modifications, and liaising with the Translation Service.

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- Type and follow up on correspondence of the Board. Follow up on responses to Board questionnaires. Maintain a permanent liaison with the Board members when absent from Headquarters.

The person we are looking for should have...

1. A good secondary level of education. An experience in financial management would be an advantage.
 2. Good knowledge of EDP systems, and their application to financial and administrative processes, and good command of Word and Excel.
 3. The ability to undertake complementary training in specialized software and training courses in financial audit and techniques of analysis.
 4. Highly organised and methodical; the ability to inter-act within a multicultural team with independence and initiative; the aptitude to co-operate with staff at all levels; tact and diplomacy.
 5. Excellent oral and written knowledge of one of the two official languages of the Organisation (English and French), and also a good knowledge of the other
- N.B. To be appointed, the successful applicant will be required to have passed the Organisation's typing test and word-processing test in one of the two official languages and the language test in the other.

The appointment may initially be made 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.

We are an equal opportunity employer and encourage applications from female candidates.

Applications (in English or French) from nationals of OECD Member countries should quote reference EXD/HRM/VAC(2000)096 and be sent via our on-line application form on www.oecd.org/hrm by 25 January 2001.

Only candidates selected for interview will be contacted.

For more information on OECD and our recruitment, please see www.oecd.org