

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

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**HUMAN RESOURCE MANAGEMENT**

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**OFFICE CIRCULAR**

**PROJECT POST**

**ADMINISTRATOR (ETHICS IN THE PUBLIC SERVICE)(GRADE A2/A3),  
PUBLIC MANAGEMENT SERVICE (PUMA)**

**[Duration of appointment: Fixed term (2 years, with possibility of renewal)]**

**Closing date for applications: 25 March 1997**

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

**Role**

Under the guidance of a Head of Programme, the main responsibility of the post-holder will be to carry out work on ethics in the public service.

**Main Duties**

1. Collaborate, within a small team, in the planning and organisation in late 1997 of a major international symposium on public sector ethics; and contribute to the development of a checklist to assist OECD countries in defining, disseminating and monitoring standards of ethics and conduct among public servants.
2. Make a significant substantive contribution to the work, including drafting analytical reports and background papers; preparing publications; analysing experience in OECD countries and scanning ethics literature. A main focus of the work will be to examine the relationship between ethics management and changing public management frameworks.

3. Help to develop and maintain a network of relevant professional contacts in national public services and elsewhere; organise contacts and meetings of a reference group drawn from a selection of OECD countries; assist in identifying, recruiting and managing the work of consultants hired to prepare background papers for the Secretariat.
4. Liaise with other international organisations, national authorities and other OECD directorates on relevant issues; respond to requests for information and advice from Member countries; provide contacts and advice as necessary to the Programme of Support for Improvement in Governance and Management (SIGMA) and to non-member countries, and brief and consult with visitors.
5. Participate in the work of PUMA as a whole through contributions to meetings, publications, the Service information base and the Internet home page, and through preparation and review of documents and reports; follow and report back on current developments in the public sector of one or more Member countries.

Carry out other related duties as assigned.

### **Principal Qualifications**

1. University degree or equivalent in a relevant discipline.
  2. Good analytical skills, including a good understanding of issues related to the management of ethics and conduct in the public service, and broad knowledge of current public management trends.
  3. Proven experience in working on issues related to the management of ethics in the public service, as a government practitioner and/or in an academic environment; international comparative experience would be an advantage.
  4. Excellent interpersonal skills; confidence to relate easily and openly to a range of government officials, as well as private sector and academic players in the field of ethics management; cultural sensitivity so as to work effectively with a range of traditions and nationalities; commitment to equal employment opportunities; self-motivation.
  5. A collaborative and collegial working style; ability to work in a team and to contribute corporately to PUMA.
  6. Excellent communication skills in one of the official languages of the OECD (English or French) and a very good drafting ability in that language in order to produce papers, including for publication, that are clear, concise and attractive to both practitioners and a wider public audience; a working knowledge of the other official language would be an advantage, as would knowledge of the language of one or more of the other OECD Member countries.
- N.B. 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  
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 less than 65 years old at the time of appointment.

**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 Human Resource Management. Applications should be sent to this service, accompanied by supporting documentation, such as titles of publications and/or copies of diplomas, as appropriate.

January 1997