

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

UNCLASSIFIED

Paris, 10-Mar-1998

HUMAN RESOURCE MANAGEMENT

OLIS : 10-Mar-1998

HRM/VAC(98)17

**Information : Office 353
Telephone : 01 45 24 17 01
Telefax : 01 45 24 79 11**

OFFICE CIRCULAR

HEAD OF FINANCIAL PLANNING AND ANALYSIS DIVISION (GRADE A5) BUDGET AND FINANCE SERVICE

Closing date for applications: 7 April 1998

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

Context

OECD is currently undergoing a major process of reform. The change programme at the OECD is aimed at delivering a better service to Member countries through reducing red tape, delegating authority and accountability, introducing a new approach to human resource management, ensuring value for money and supporting change with information technology. The Budget and Finance Service plays a key role in the process of change. For Budget and Finance, the challenge is to introduce a modern budgeting and financial management culture to an Organisation learning to cope with change while facing considerable pressure on its budget. The post below will require an individual capable of creatively adapting traditional centralised budget management to a new strategic approach. This person will be expected to play a leading role in the financial management and budget reform process including developing accountability frameworks to support decentralisation and greater flexibility in using resources while holding the staff engaged in expenditure operations responsible for results. This will include strategic and operational plans, performance measurement, and new costing and analysis procedures.

Role

Under the responsibility of the Director of Budget and Finance, the main objectives of the post-holder will be to co-ordinate preparation of the budget, oversee its implementation and help develop analytical and strategic planning capabilities.

Main Duties

1. Financial analysis

- Propose and develop a series of analytical and trend reports that meet current management requirements, in accordance with needs expressed by the Executive Directorate. Anticipate the need for and perform analysis as requested. Draw up recommendations on the basis of the analysis performed and implement upon approval.
- Propose and implement management tools departing from conventional systems, for tracking special projects/programmes and activities set up on a project management basis.
- Help define the Organisation's medium-term strategic orientations and lead studies which ensue for the Budget and Finance Service (i.e. horizontal programmes, chargeback systems, etc.).
- Monitor developments in the Organisation's programme of work, anticipating and assessing their potential impact on the budget, carrying out financial analysis in order to anticipate solutions and provide the most pertinent financial analysis.
- Assist the Treasury Division with regard to budgetary aspects of financial studies such as those concerning the scale of contributions, the Organisation's new headquarters and pensions.

2. Budget preparation and management control

- Maintain continuous liaison with Directorates to better ascertain their needs and changing requirements, prioritise requests and give advice on optimal management of their budgets.
- Develop presentation of the budget as necessary and participate in the elaboration of new budgetary and accounting structures.
- Control and consolidate all budget information and present Budget and Finance Service management with a summary of alternative budget scenarios.
- Provide Budget and Finance Service management with regular summaries of the budget outturn and recommendations that could assist in decision-making.
- Check the completeness and relevance of budget information that is provided to Budget and Finance Service management and taken into account at Council meetings, Budget Committee meetings, when accounts are closed, at other inter-directorate meetings, etc.

- Ensure that all budget transactions reflect proper interpretation of the Financial Rules and Regulations, and that the approaches used and developed in the Organisation's various Directorates are consistent.
3. Organisation and management of resources
- Take an active part in formulating and implementing the strategic and funding plans of the Budget and Finance Service, and in analysing the Organisation's needs for change.
 - Define developmental requirements for an information system for managers of the Budget and Finance Service and other directorates and help to shape and meet those requirements in liaison with the Financial Methods and Systems Division.
 - Direct a staff of eight persons as well as administrative assistants, define the Division's overall objectives and guidelines, revise individual assessment (PARS) reports and prepare coherent plans for the development and training of staff.

Principal Qualifications and Core Competences

1. Advanced university degree in management (diploma from a reputed business school, MBA, etc.).
2. Ten years' professional experience in a relevant field, including five years in the administrative and financial department of a large international group. Experience with management control and auditing (involving optimisation of methods and organisation). Experience of a rapidly changing, highly computerised working environment. Fully conversant with accounting and financial systems, and a comprehensive grasp of information flows.
3. Proven experience in leading financial and accounting staff during periods of restructuring, and overall management skills, including dynamism and qualities of teamwork and leadership. Capacity to give strong technical support to his/her team in terms of the scope, methodology and coherence of analysis as well as the presentation and control of results.
4. Overall vision, foresight, a stringent management style, analytical skills, ability to summarise, to be a good listener, conscientiousness, strong communications skills (oral and written) and extensive experience of presenting conclusions and recommendations to high-level decision-makers at the national and international levels.
5. Excellent knowledge of, and fluency in, both of the Organisation's official languages (English and French).

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

E-mail: personnel.contact@oecd.org

<http://www.oecd.org/hrm>

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: A fixed-term appointment (usually for two or three years, with the possibility of renewal) 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. 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, experience and core competences 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 a post should send a detailed Curriculum Vitae (indicating the vacancy reference number) to Human Resource Management, accompanied by supporting documentation, such as titles of publications and/or copies of diplomas, as appropriate. Other than employment history and educational background your CV must include your nationality, sex and birthdate.

November 1997