

Paris, 31-Mar-1998

HUMAN RESOURCE MANAGEMENT

OLIS : 31-Mar-1998

HRM/VAC(98)20

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OFFICE CIRCULAR

PRINCIPAL STATISTICAL ASSISTANT (GRADE B5), FINANCIAL AFFAIRS DIVISION, DIRECTORATE FOR FINANCIAL FISCAL AND ENTERPRISE AFFAIRS

Closing date for applications: 21 april 1998

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

Role

Under the supervision of the Head of Section, the main responsibilities of the post-holder will be data collection and database management, preparation of statistical publications and providing statistical and technical support for the analytical work by economists.

Main Duties

1. Database management
 - a) Collect data from Member countries on the basis of established statistical questionnaires. Data collection will be done through electronic facilities.
 - b) Verify the consistency of the information with basic definitions and standard framework of the questionnaires. Verify the accuracy and coherence of the information.
 - c) Collect and improve metadata related to the statistics. Verify consistency with the statistics and amend the changes as they are implemented in the database. Prepare methodological notes.

- d) Maintain and improve computer programs necessary for related databases. Produce technical notes relating to the database.
 - e) Prepare related correspondence with national agencies and other international organisations.
2. Assume responsibility for the timely preparation of statistical publications (both paper and electronic editions). Prepare tables and charts to be included in publications. Prepare the technical documentation for the electronic edition.
 3. Provide statistical material (statistical tables, charts) and provide the necessary assistance in the preparation of the analytical work of economists. Contribute to the preparation of official documents and publications, including statistics.
 4. Participate in the preparation of the meetings of the Group of Financial Statisticians and contribute, as required, to the work of the Committee on Financial Markets.
 5. Maintain regular contacts with national administrations and delegations to obtain and to improve the statistical information and metadata. Maintain effective contacts with other statistical staff within the Organisation.

Principal Qualifications and Core Competences

1. Post-secondary education in statistics, economics, or a related subject and a good knowledge of applied statistics and information technology.
 2. Experience in the preparation and use of financial statistics, including the preparation of documentation on sources, definitions, coverage, methodology. Ability to ensure the consistency and accuracy of databases.
 3. Very good knowledge of database and spreadsheet software and other statistical tools (such as PC-Express, Access, Excel), and good computer programming skills.
 4. Ability to draft technical documentation and correspondence. Ability to present the technical aspects of statistical data and metadata at meetings.
 5. Very good organisational skills and proven ability to work under general instructions and to meet strict deadlines. Ability to maintain effective working relations with other staff and persons outside the Organisation.
 6. Very good knowledge (spoken and written) of one of the two official languages of the Organisation (English and French) and good knowledge of the other.
- N.B. The successful applicants will be required to have passed the OECD's test for Statistical Assistants. Candidates shortlisted for interview will be contacted to arrange for a test to be held.

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.

**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